DOCUMENT RESUME

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ABSTRACT

Designed to provide information of value in establishing a base for decisionmaking in the Yosemite Community College District (YCCD), this assessment atlas graphically presents statistical data on the District as a whole, its two campuses, and YCCD Central Services for 1982-83. After an introduction to the use of the assessment atlas and information systems, districtwide data are provided on instructional and non-instructional staff, financial expenditures, services (including method of instruction by term and sections/enrollments), facilities, and student enrollment data by age, sex, ethnicity, number of units carried, week, and time of day. The following sections present the same breakdown of information for Columbia College and its 13 departments and program areas and for Modesto Junior College and its 16 departments and program areas. Finally, information is provided on staff and finances for YCCD Central Services (i.e., the Superintendent's Office, the Assistant Superintendent for Business Services' Office, the Personnel Office, and the Resource Development Office). The report includes a glossary of terms and a bibliography of support data. (HB)

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ED246949

Assessment Atlas

Measurement Planning Improvement

1982-83

Yosemite Community College District

Columbia College
Modesto Junior College
YCCD Central Services

YOSEMITE COMMUNITY COLLEGE DISTRICT

ASSESSMENT ATLAS
1982-83

A graphic presentation of statistical data pertinent to understanding Columbia College, Modesto Junior College, and the Yosemite Community College District Central Services.

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PREFACE

An atlas is a book of maps, tables, charts, and illustrations which attempts to provide pictures of reality which may be seen at a glance. It is hoped the realities portrayed in this atlas will project the interrelationships which constitute the operation of the Yosemite Community College District and its two colleges—Columbia College and Modesto Junior College. The measurement, planning and improvement system (MPI) of which this atlas is a part has been developed by broadly based district-wide committees composed of representatives of classified, certificated and management employees with additional input from the governing board and student representatives. The system is built upon the premise that everyone associated with the institutions of the Yosemite Community College District should have equal access to the overall picture and specific details of their operation. The goal of this assessment process is to develop a creative consensus about institutional mission, goals and needs from which positive direction can originate.

This document and its supporting information system should be viewed as a useful tool reflecting a "snapshot" of the facts and relationships which existed at a specific time. It is designed to provide in graphic form information of value in establishing a base from which informed decisions can be made. It reflects a philosophical commitment to a user-oriented format which has evolved from the developmental effort. Please keep in mind that the information in the atlas is retrieved from the 1982-83 data base and reflects that data as it was entered into the computer at that time

In the interests of economy and continuity the format used in this year's atlas is the same as that used in 1981-82. However, the computer programs which support the atlas have been modified to improve accuracy. These changes are noted below.

The Columbia College format has been changed to reflect eight (8) discipline groups as contrasted with 1981-82 data where all Columbia instruction was shown in one display.

Financial Data now includes **all** funds including student health fund and special reserve. 1982-83 costs may appear higher because of this.

Summer Session 1982 is included this year whereas summer session 1981 was not in the 1981-82 atlas. This will increase weekly student contact hours (WSCH) and full-time equivalent (FTE) staff data.

Community Services Fully Fee Funded Classes have been assigned a specific code 6880 to enable listing them separately from the instructional divisions.

A **program error** was found in counting individuals **enrolled at the unit level** for 1981-82. This year individuals enrolled will be correct (lower). This error did not affect enrollment information at the college and district level which was listed correctly.

Production of this year's atlas has been under the direction of Dorothy Swartwood, Administrative Assistant to the Superintendent. The overall layout, typesetting and paste-up was done by the Modesto Junior College Printshop under the supervision of Gary Mendenhall, printing instructor. Photographs were taken by Wesley Page, Video Production Specialist, Modesto Junior College.

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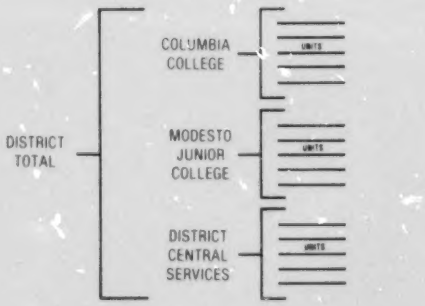
HOW TO USE THE ASSESSMENT ATLAS AND INFORMATION SYSTEM

This document compiles in readily accessible format data generated by the assessment information system. The information supports the measurement function of the overall Measurement Planning Improvement (MPI) system which encompasses the district-wide assessment activities.

Organization of the Atlas

This document is organized in accordance with the Data Hierarchy shown in the diagram. It includes District, College and Unit Level information



The Structure of the Data

You will note that each graphic display (two opposing pages) includes six (6) categories of information.

1. A general descriptive statement about the unit covered
2. **Staff** information
3. **Financial** information
4. **Services** information
5. **Facilities** information
6. **Student** information

The information is displayed in most cases both in graphic and numeric form to enable quick review of the overall picture at the various levels. More detailed information is included in the supporting computer printouts (programs) available at each college President's office, college libraries and the Resource Development Office of the District. Data summaries by unit have been distributed to all unit managers.

Where Does This Data Come From?

All the information in the system and that presented in this Atlas is derived from the data base maintained by the District Computer Services department. The data base is constructed from a wide array of input documents prepared by individual staff members throughout the district.

If discrepancies are perceived in the data, it can generally be assumed that they have come about due to inaccurate input data or from formatting data differently than that planned when the input of the information occurred. Both these kinds of discrepancies have been reduced to a minimum by the users of the data revising their data gathering procedures to provide the information they need in the appropriate format.

Reading the Graphic Display

As with any report of this kind where large amounts of very detailed information must be summarized, certain decisions have been made in consolidating the data and in the descriptive terms used. **A review of the Glossary of Terms beginning on page 69 and the Bibliography of Support Documents beginning on page 71 prior to using the charts will facilitate easier and better understanding and interpretation of the information.**

An Example

For the purposes of illustration, the following hypothetical situation is presented:

Assume you are interested in learning how many instructors teach in the Science/Mathematics discipline group at Columbia College. First, turn to the two-page graphic display for CC - Science and Mathematics (pages 14-15). Now refer to the STAFF section. Under INSTRUCTIONAL you will see classifications such as Cert. Full Time, Cert. Part Time, etc. To the right of these headings, the number of individuals and the total FTE (One Full-time Equivalent = 19.6 teaching hours per week) which they generate are displayed in numeric and graphic format with Totals appearing at the bottom. In this example, there is a total of 11 individuals employed, generating 6.5 Teaching FTE.

Now suppose you want to know how many students are enrolled in Science and Mathematics classes at Columbia. On page 15 in the STUDENTS section you will see portrayed in the lower right hand corner the total number of individual students enrolled each quarter. Additional information shown in this section gives age, sex, ethnicity, units carried, enrollments by week and related information.

Now suppose you want to know how much it costs to provide these students with Science and Mathematics programs. The financial section will show expenditures in terms of major state accounting code categories.

Additional Information

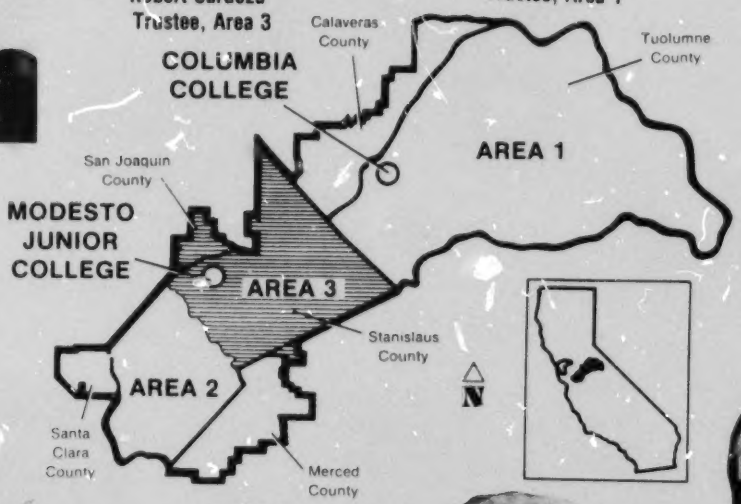
If the information you have reviewed so far creates a need or desire to review additional back-up information, you may review the detail as shown on the Data Summary printouts or you may refer to the support documents referred to by **source** for each section of the Atlas available in each college library and president's office, as well as the Resource Development Office at the district. Detailed financial information is available on budget reconciliation printouts as well as from the various display screens which may be brought up on computer terminals throughout the district.

YOSEMITE COMMUNITY COLLEGE DISTRICT

Glenda Alpers
Trustee, Area 3

Robert Cardoza
Trustee, Area 3

Nancy Rosasco
Trustee, Area 1



Tom Van Groningen
Superintendent

Allister Allen
Trustee, Area 2

Grant E. Bare, M.D.
Trustee, Area 3

Ian Hardie
Trustee, Area 3

Carmen Jackson
Trustee, Area 3

YOSEMITE COMMUNITY COLLEGE DISTRICT

The Yosemite Community College District is a legally constituted public agency established under the constitution, statutes and administrative regulations of the State of California. The district operates two colleges, Columbia College and Modesto Junior College, and serves a geographical area of 4,500 square miles encompassing all of Stanislaus and Tuolumne Counties and parts of Calaveras, Merced, San Joaquin, and Santa Clara Counties.

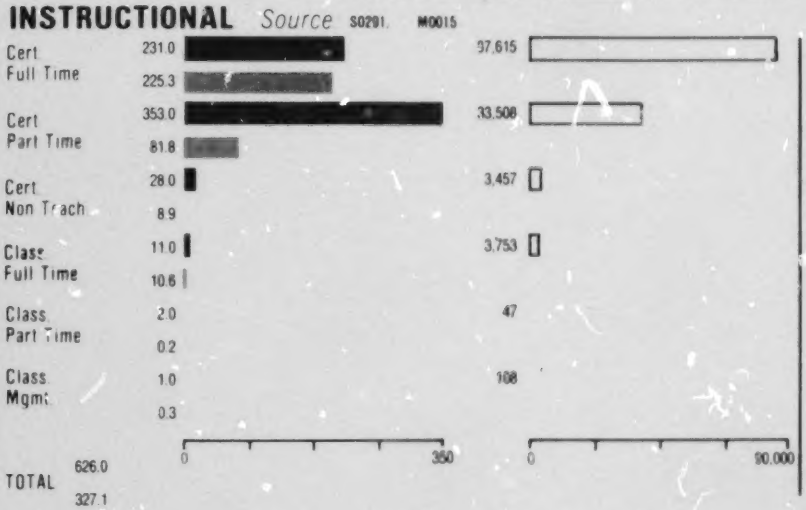
The information on this page is a consolidation of data covering all aspects of the district's operation. Because of the dissimilarities of the service areas of the two colleges and the fact that Columbia College operates on a quarter system while Modesto Junior College is on a semester schedule, there are certain limitations on the ability to portray the total district situation. Because of this, it is important to also review the information summarized for each college and for district central services.

STAFF

INDIVIDUAL FTE WSCH

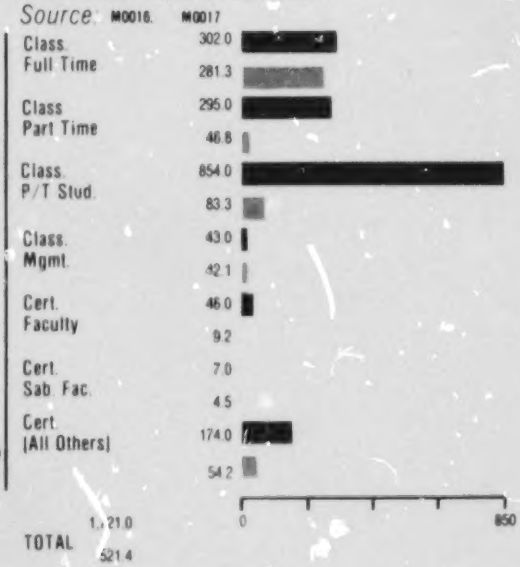
INSTRUCTIONAL

Source S0291, M0015


Cert. Full Time 231.0 225.3 97,615
Cert. Part Time 353.0 81.8 33,508
Cert. Non Trach 28.0 8.9 3,457
Class. Full Time 11.0 10.6 3,753
Class. Part Time 2.0 0.2 47
Class. Mgmt. 1.0 0.3 108
TOTAL 626.0 327.1
0 350
0 90,000

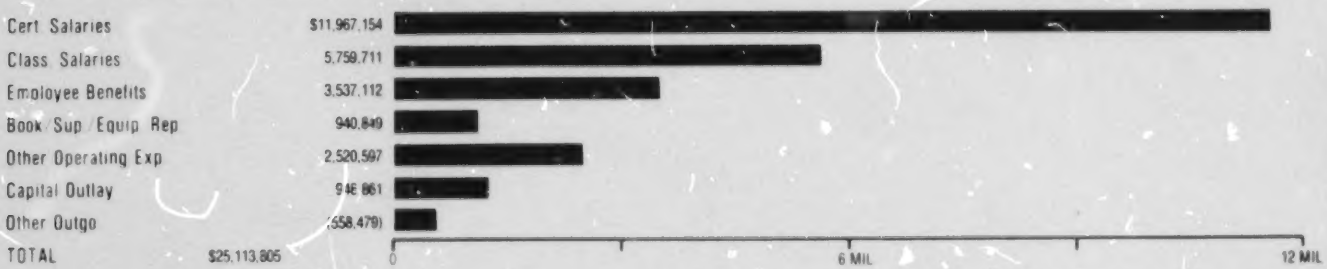
NON-INSTRUCTIONAL

Source M0016, M0017


Class. Full Time 302.0 281.3
Class. Part Time 295.0 46.8
Class. P/T Stud. 854.0 83.3
Class. Mgmt. 43.0 42.1
Cert. Faculty 46.0 9.2
Cert. Sab. Fac. 7.0 4.5
Cert. (All Others) 174.0 54.2
TOTAL 1,121.0 521.4
0 850

FINANCIAL

Source M0010



SERVICES

METHOD OF INSTRUCTION BY TERM

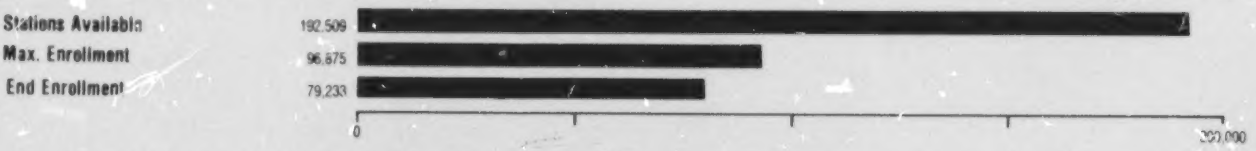
Source S0266

SECTIONS/ENROLLMENTS

Source S0262, S0265

FACILITIES

Source: 80263, 80280

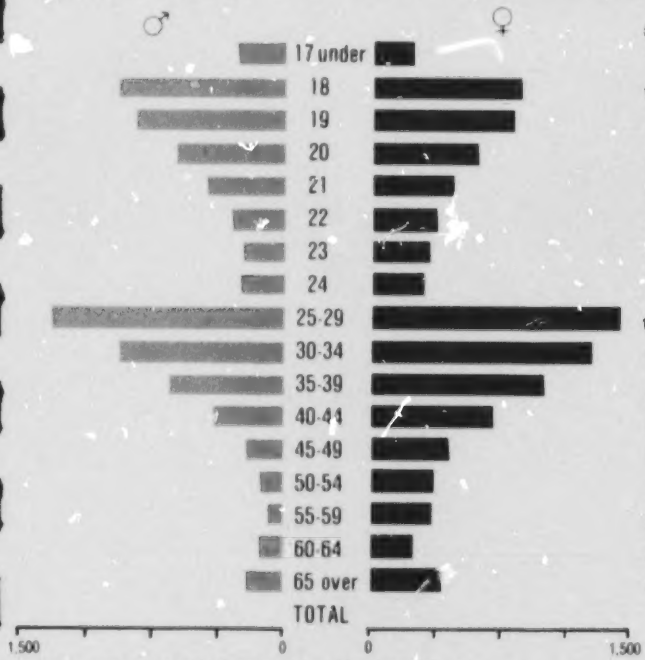


STUDENTS

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

Source: 80281

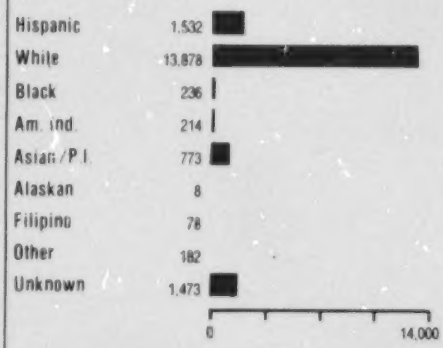
♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total



♂	♀	○	☾	TOT	%
314	293	117	492	609	3.31
1052	831	1256	317	1573	8.56
873	824	1428	281	1709	9.30
651	591	984	264	1248	6.79
462	447	647	264	911	4.96
368	350	454	270	724	3.94
279	316	364	232	596	3.24
286	291	323	256	579	3.15
1390	1482	1532	1356	2888	15.72
956	1271	1138	1103	2241	12.19
623	929	731	829	1560	8.49
353	644	453	551	1004	5.46
255	410	263	403	666	3.62
186	345	210	326	536	2.91
133	328	231	243	474	2.57
160	268	198	239	437	2.37
195	395	253	347	600	3.26

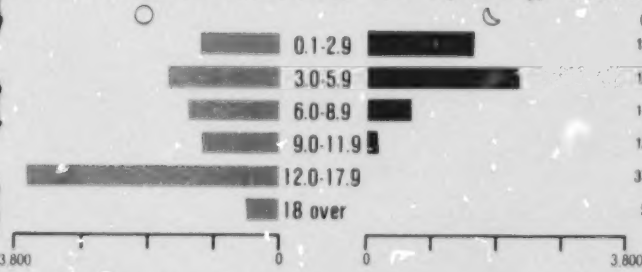
ETHNIC BREAKDOWN (Fall only)

Source: 80281



UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

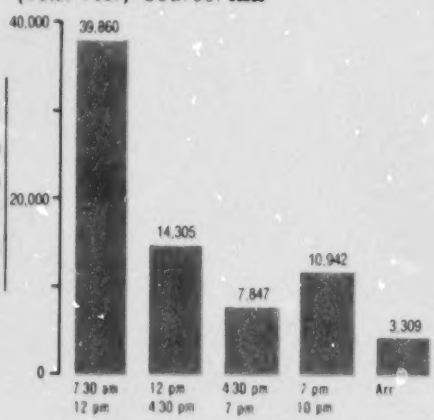
Source: 80281



○	%	☾	%	TOT	%
1268	12.61	1611	33.72	2879	19.41
1885	18.74	2399	50.22	4284	28.88
1441	14.33	543	11.36	1984	13.38
1241	12.34	170	3.56	1411	9.51
3708	36.88	53	1.11	3761	25.36
511	5.08	1	0.02	512	3.45

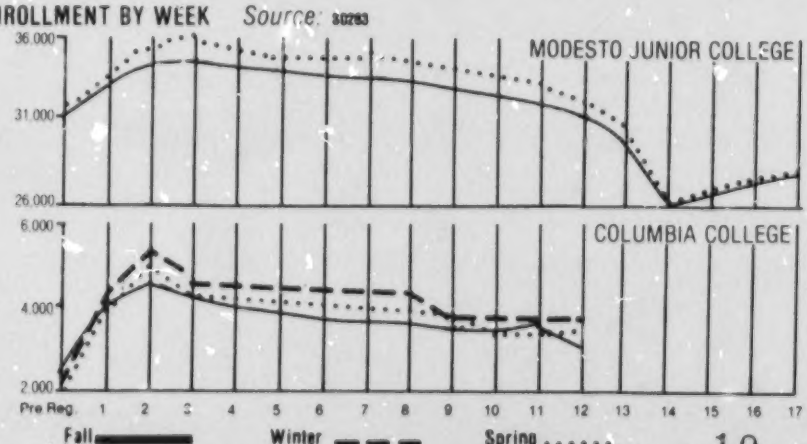
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: 80206



ENROLLMENT BY WEEK

Source: 80263

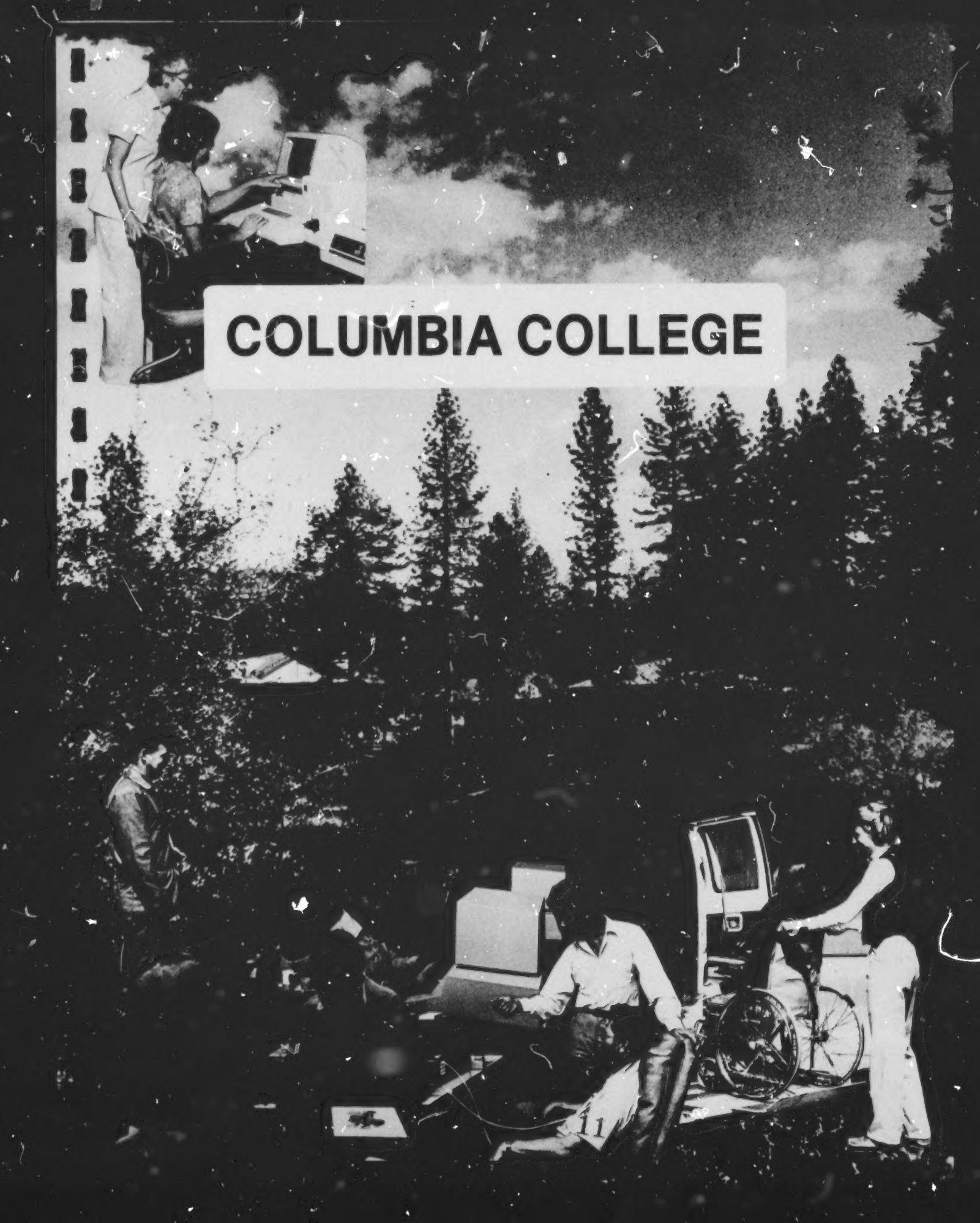


TOTAL INDIVIDUALS ENROLLED

Source: 80281

Fall 18,374

Spring 19,902


COLUMBIA COLLEGE

Columbia College is a comprehensive community college. Implementation of the philosophy and guiding principles of the college is carried out through the following functions.

General Education - For personal development and for more informed participation within the local, national and world communities.

Transfer Education - For acceptance at all California State Colleges and Universities, the University of California and other designated institutions.

Occupational Education - Providing specialized training programs needed to develop skills, knowledge, attitudes and other occupational competencies.

Ancillary and Consultative Education - Providing educational services of an ancillary and consultative nature to individual students and the community.

Remedial Education - Assisting students in acquiring those basic competencies needed for effective participation in programs leading to achievement of individual goals and more informed participation within our society.

Occupational and Educational Planning - Providing an opportunity for students to attain personal goals through a program of realistic planning and direction.

Continuing Education - Providing continuing educational and vocational activities for adults.

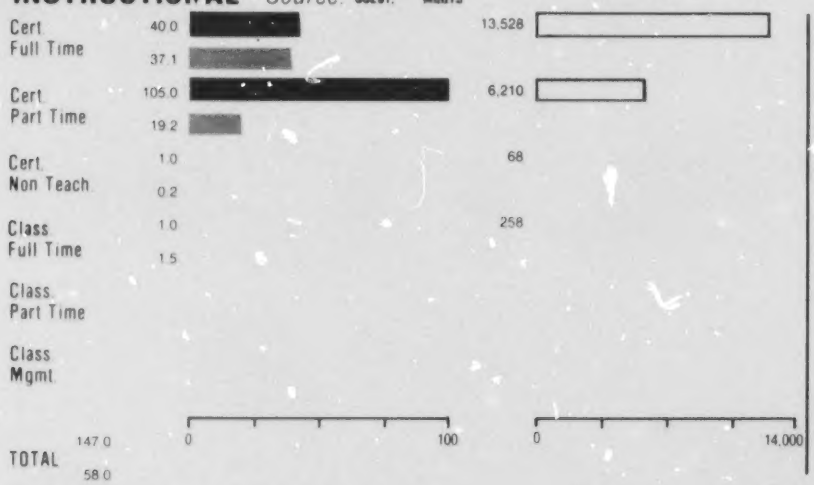
Community Services - Providing educational experiences and services of particular value to the individual; such as, recreational, avocational and personal development.

STAFF

INDIVIDUAL FTE WSCH

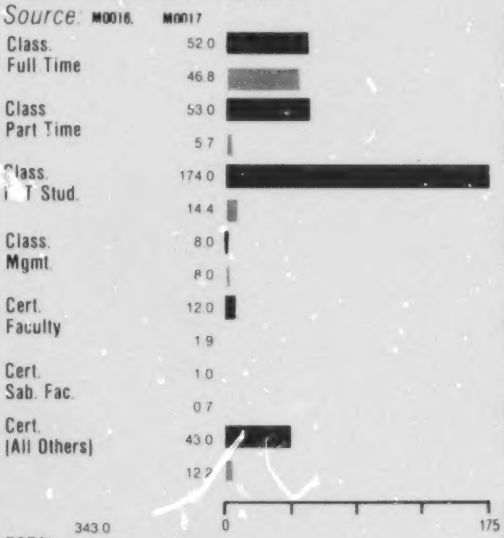
INSTRUCTIONAL

Source: S0291, M0015



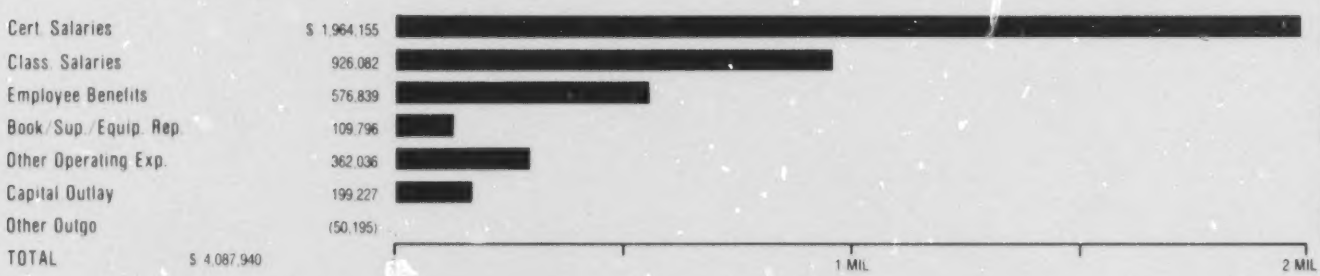
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

Source: M0010

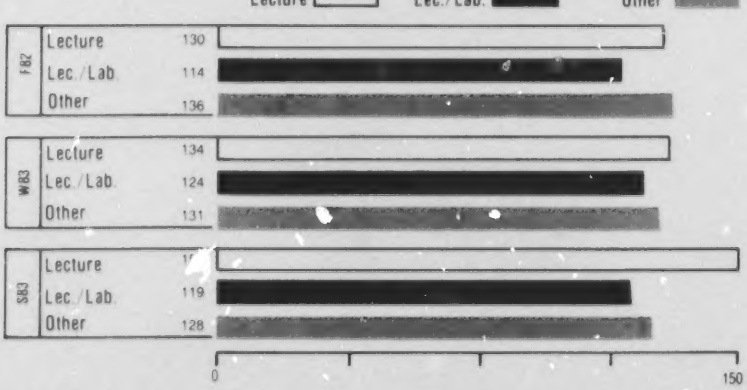


SERVICES

METHOD OF INSTRUCTION BY TERM

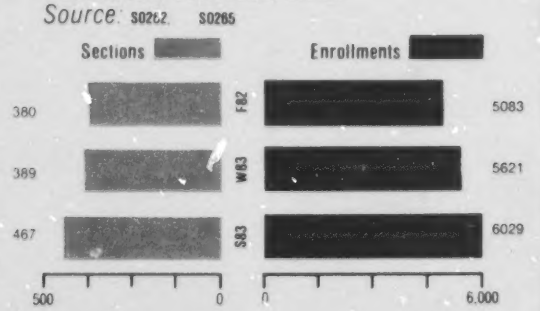
Source: S0265

Lecture Lec./Lab. Other



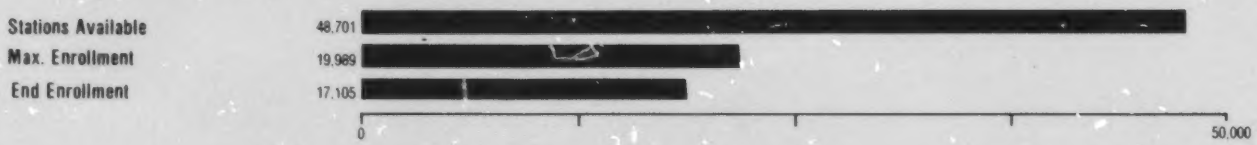
SECTIONS/ENROLLMENTS

Source: S0262, S0265



FACILITIES

Source: S0263, S0280

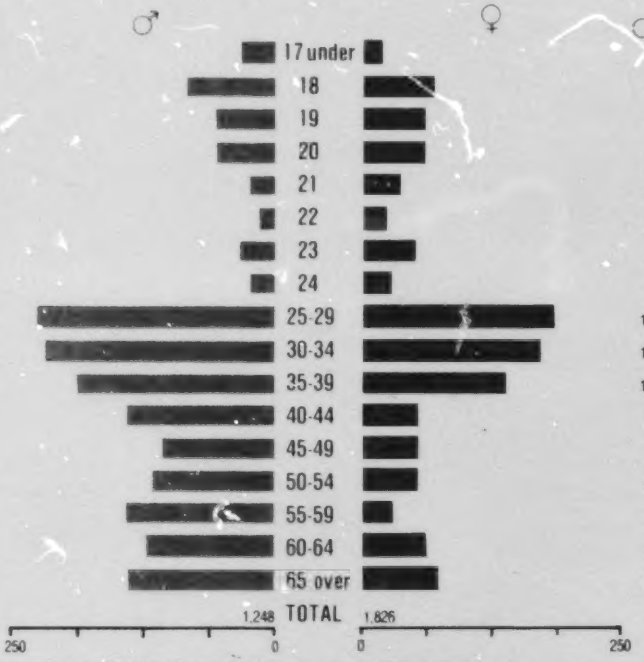


STUDENTS

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

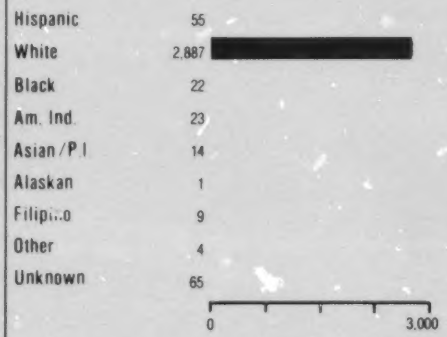
Source: S0281



♂	♀	○	☾	TOT	%
27	48	23	52	75	2.44
83	98	152	29	181	5.88
74	67	118	23	141	4.58
72	64	114	22	136	4.42
47	47	71	23	94	3.05
44	32	45	32	77	2.50
37	56	69	24	93	3.02
42	42	53	31	84	2.73
183	235	238	181	419	13.60
172	229	245	156	401	13.02
139	186	200	125	325	10.55
54	134	110	78	188	6.10
52	91	82	61	143	4.64
52	102	98	56	154	5.00
38	140	148	31	179	5.81
59	115	140	34	174	5.65
71	137	185	26	211	6.85

ETHNIC BREAKDOWN (Fall only)

Source: S0281



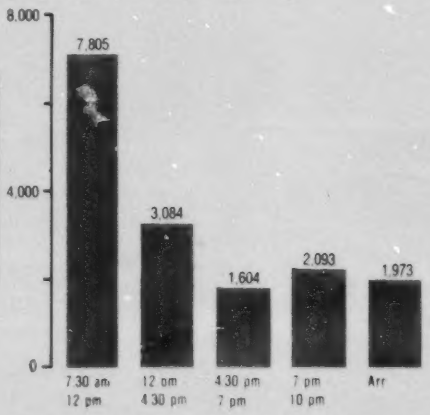
UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

Source: S0281

○	%	☾	%	TOT	%
371	19.69	393	40.27	764	26.71
576	30.57	487	49.90	1,063	37.17
233	12.37	84	8.61	317	11.08
146	7.75	9	.92	155	5.42
433	22.98	3	.31	436	15.24
125	6.63	—	—	125	4.37

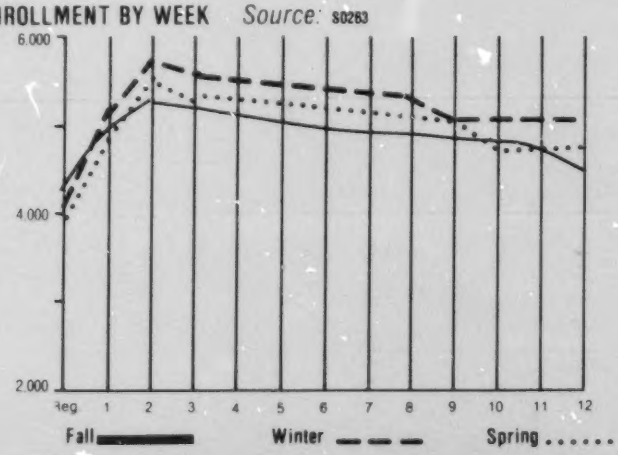
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0266



ENROLLMENT BY WEEK

Source: S0263



TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall	3,080
Winter	3,292
Spring	3,726

The function of the Columbia College Business Education and Computer Science Unit is to: 1) Prepare students for entry-level employment; 2) Provide the opportunity for general interest business and computer science education and skill development; 3) Prepare students interested in professional business or computer science related fields for transfer to four-year colleges; and 4) Provide the opportunity for upgrading occupational skills by: a.) Offering continuing education to students currently employed and b.) Retraining students for new employment positions.

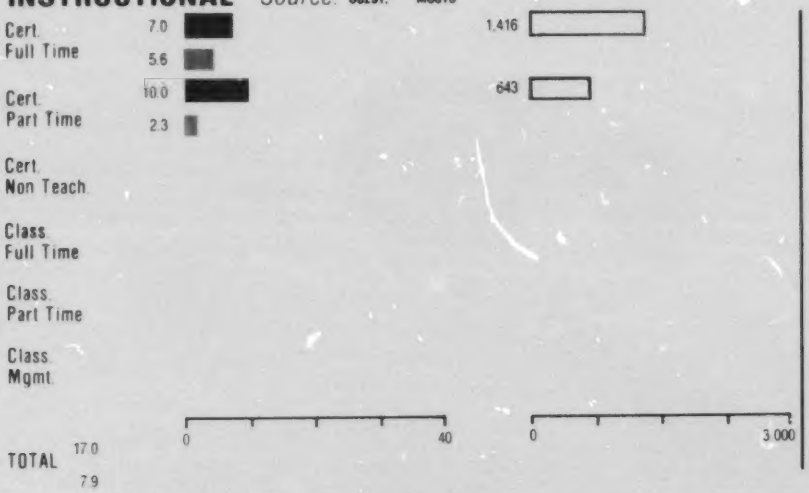
The curriculum of the Business and Computer Science Departments at Columbia College is designed to meet the needs of transfer and Associate degree students as well as the local community through course offerings in Banking and Finance, Business Administration, Economics, Office Occupations, Real Estate, and Computer Science.

STAFF

INDIVIDUAL FTE WSCH

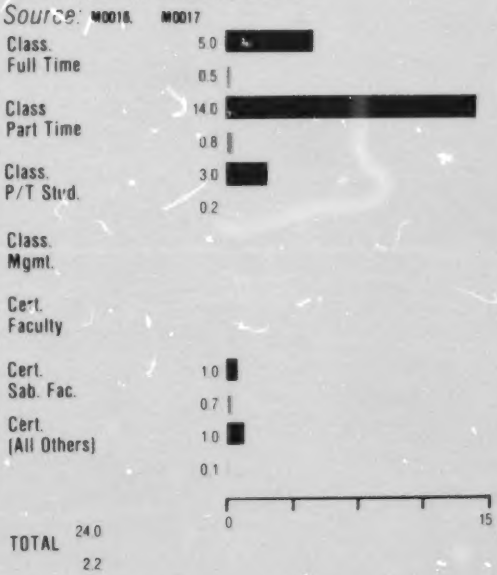
INSTRUCTIONAL

Source: S0291, M0015



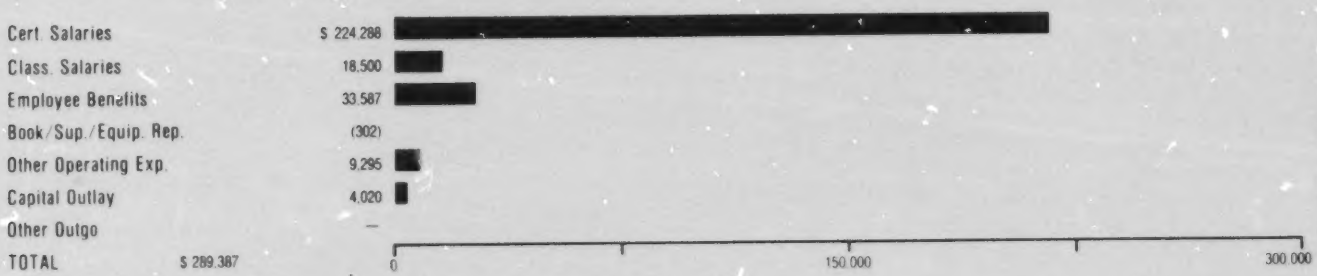
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

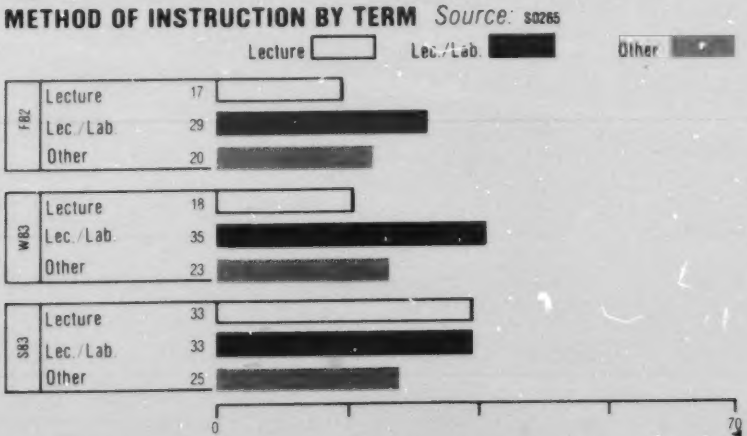
Source: M0010



SERVICES

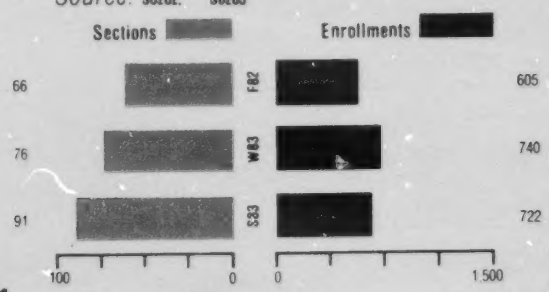
METHOD OF INSTRUCTION BY TERM

Source: S0265



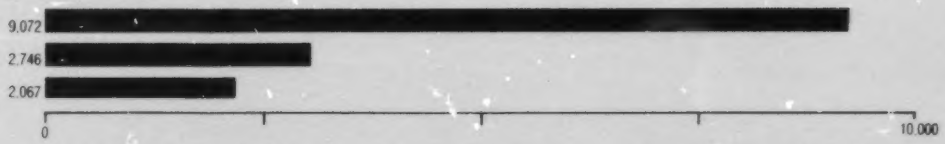
SECTIONS/ENROLLMENTS

Source: S0262, S0265



FACILITIES

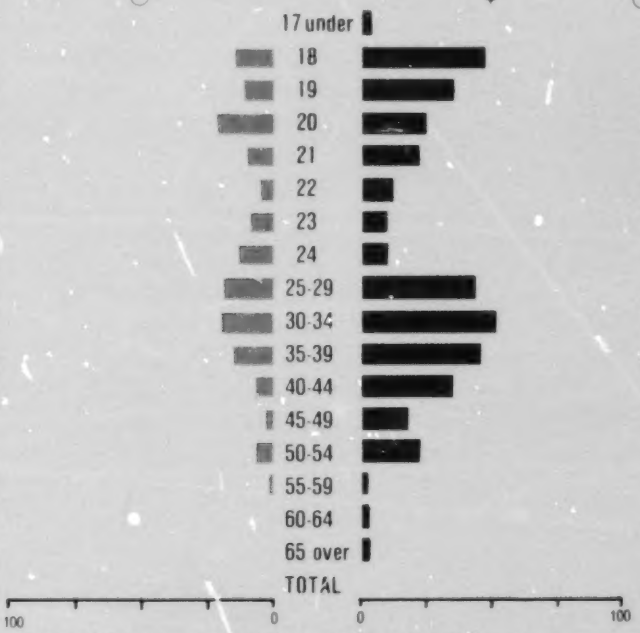
Source: S0263, S0280



STUDENTS

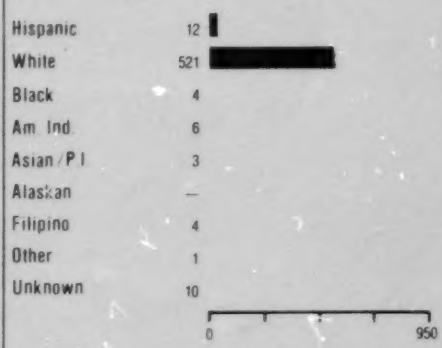
INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) Source: S0281

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

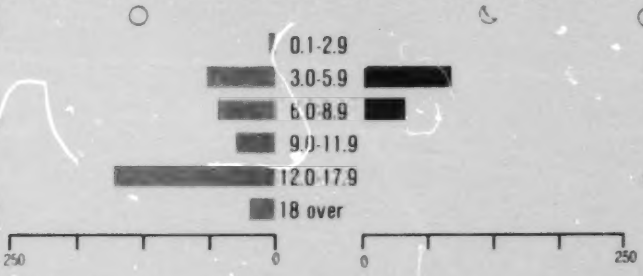


	♂	♀	○	☾	TOT	%
17 under	—	6	3	3	6	1.07
18	16	47	59	4	63	11.23
19	15	28	37	6	43	7.66
20	23	20	40	3	43	7.66
21	12	18	25	5	30	5.35
22	6	13	19	1	20	3.57
23	9	12	18	3	21	3.74
24	12	11	17	6	23	4.10
25-29	20	47	40	28	68	12.12
30-34	23	55	54	24	78	13.90
35-39	15	50	42	23	65	11.59
40-44	8	33	29	12	41	7.31
45-49	4	15	13	6	19	3.39
50-54	6	20	18	8	26	4.63
55-59	2	3	5	—	5	.89
60-64	1	4	3	2	5	.89
65 over	—	4	4	—	4	.71

ETHNIC BREAKDOWN (Fall only)
Source: S0281

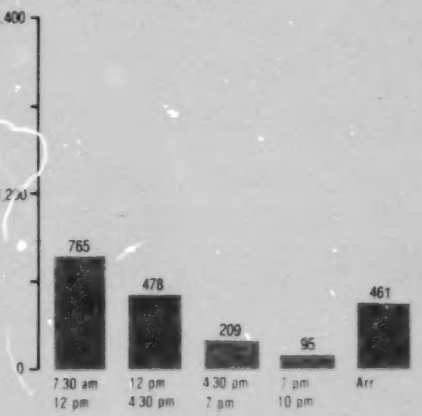


UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only) Source: S0281

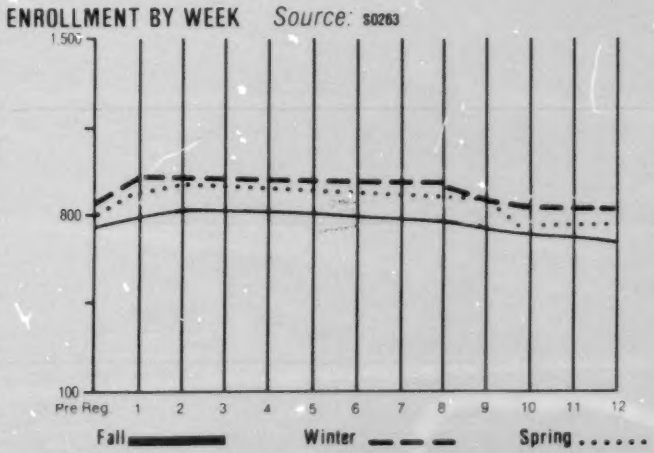


	○	%	☾	%	TOT	%
0.1-2.9	6	1.41	4	2.96	10	1.78
3.0-5.9	95	22.30	98	72.59	193	34.40
6.0-8.9	71	16.67	31	22.96	102	18.18
9.0-11.9	49	11.50	2	1.48	51	9.09
12.0-17.9	176	41.31	—	—	176	31.37
18 over	29	6.81	—	—	29	5.17

ENROLLMENTS BY TIME OF DAY (Total Year) Source: S0266



ENROLLMENT BY WEEK Source: S0263



TOTAL INDIVIDUALS ENROLLED
Source: S0281

Fall	561
Winter	648
Spring	675

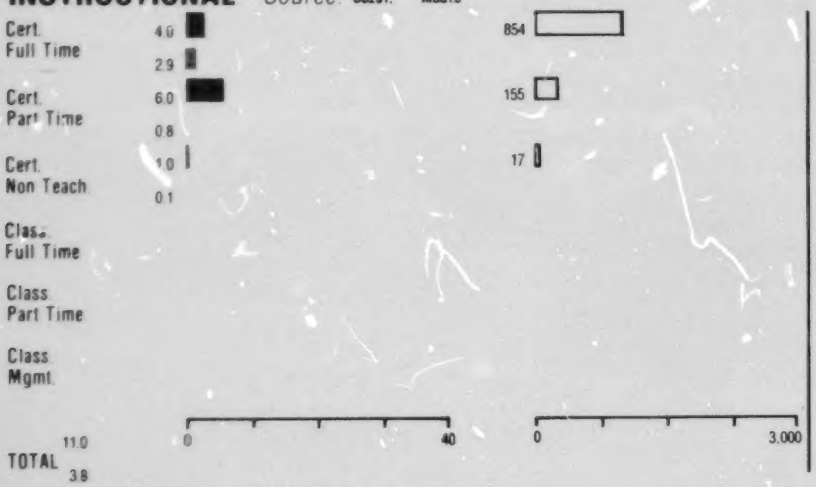
The function of the English and Speech Departments at Columbia College is to assist students in using critical thinking and to improve their communication skills through courses emphasizing writing, reading, speaking, and listening; to teach an understanding of figurative as well as literal language; and to encourage appreciation of the written and spoken word. Writing and reading are the primary concerns of English composition courses; speaking and listening are the basis of Speech courses.

Every effort is made to provide a comprehensive program in the English and Speech Departments in order to meet the needs of both transfer and Associate degree students as well as the personal self-development needs of community persons.

STAFF

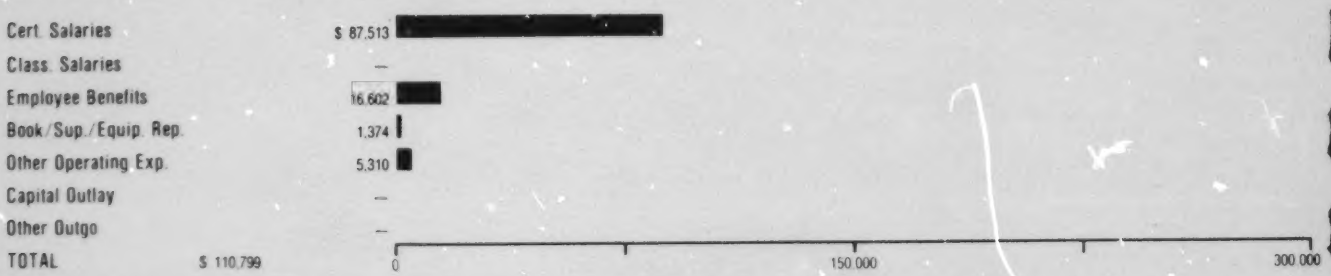
INDIVIDUAL FTE WSCH

INSTRUCTIONAL *Source:* S0291, MU015



FINANCIAL

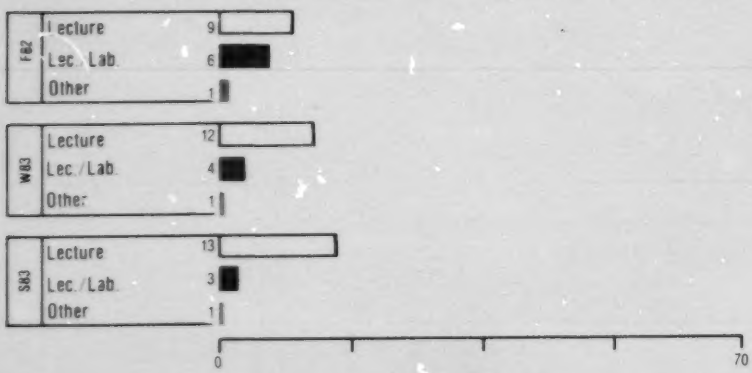
Source: M0010



SERVICES

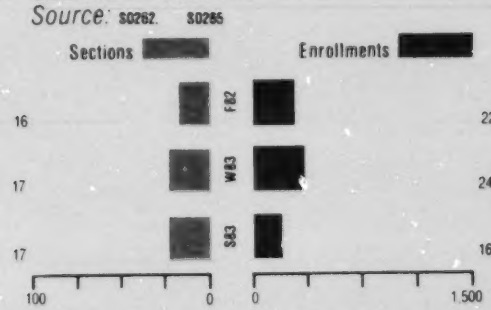
METHOD OF INSTRUCTION BY TERM *Source:* S0265

Lecture Lec./Lab. Other



SECTIONS/ENROLLMENTS

Source: S0262, S0265



FACILITIES

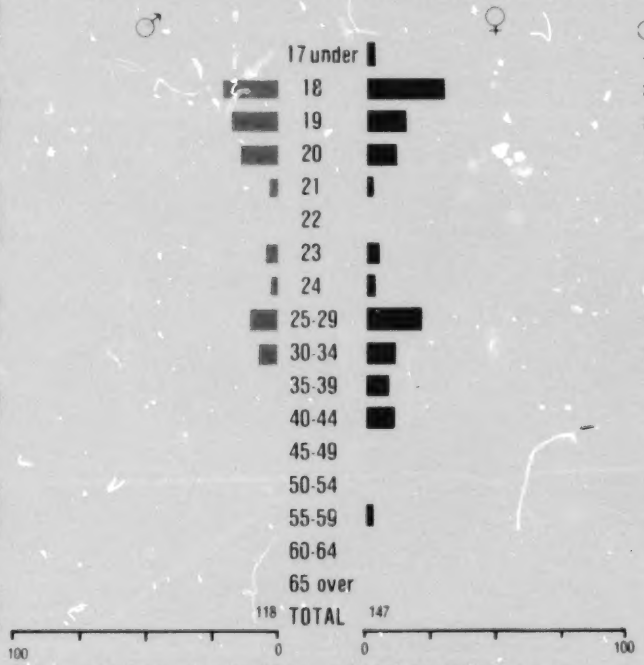
Source: S0263, S0282

STUDENTS

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

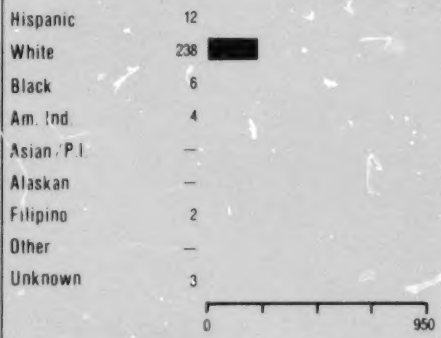
Source: S0281



	♂	♀	○	☾	TOT	%
17 under	—	4	4	—	4	1.51
18	28	35	62	1	63	23.77
19	24	13	36	1	37	13.96
20	16	10	25	1	26	9.81
21	6	4	10	—	10	3.77
22	1	2	3	—	3	1.13
23	7	5	10	2	12	4.53
24	4	5	8	1	9	3.40
25-29	14	22	24	12	36	13.58
30-34	10	13	16	7	23	8.68
35-39	3	11	10	4	14	5.28
40-44	3	12	15	—	15	5.66
45-49	1	3	3	1	4	1.51
50-54	—	1	1	—	1	.38
55-59	—	5	5	—	5	1.89
60-64	—	—	—	—	—	—
65 over	1	2	3	—	3	1.13

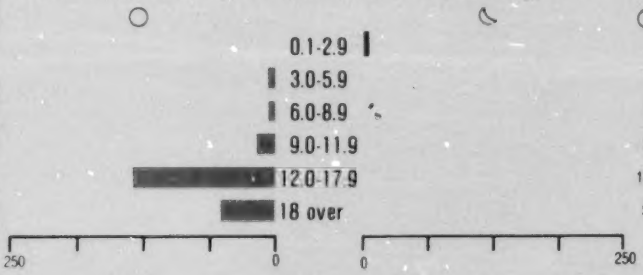
ETHNIC BREAKDOWN (Fall only)

Source: S0281



UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

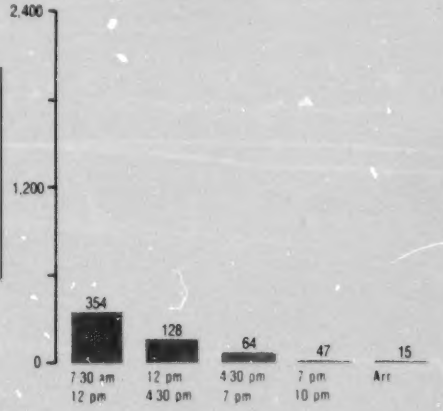
Source: S0281



	○	%	☾	%	TOT	%
0.1-2.9	3	1.28	14	46.67	17	6.42
3.0-5.9	13	5.53	7	23.33	20	7.55
6.0-8.9	13	5.53	4	13.33	17	6.42
9.0-11.9	23	9.79	2	6.67	25	9.43
12.0-17.9	133	56.60	3	10.00	136	51.32
18 over	50	21.28	—	—	50	18.87

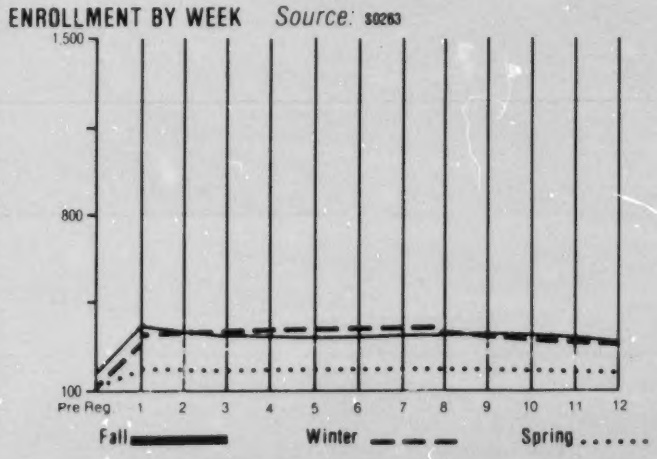
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0266



ENROLLMENT BY WEEK

Source: S0263



TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall 265
Winter 272
Spring 195

The disciplines which comprise the Fine Arts Unit at Columbia College provide courses and activities which meet the needs of a diverse student population. The staff makes every effort to help them more fully understand the art(s) in which they indicate an interest. Self-understanding, self-discipline, and self-expression are encouraged so that students may experience personal growth and fulfillment and use the program(s) as a foundation for a career or further studies. Course offerings in Art, Drama, Music, and Photography allow for all categories of participation in both lecture and activity-oriented instruction.

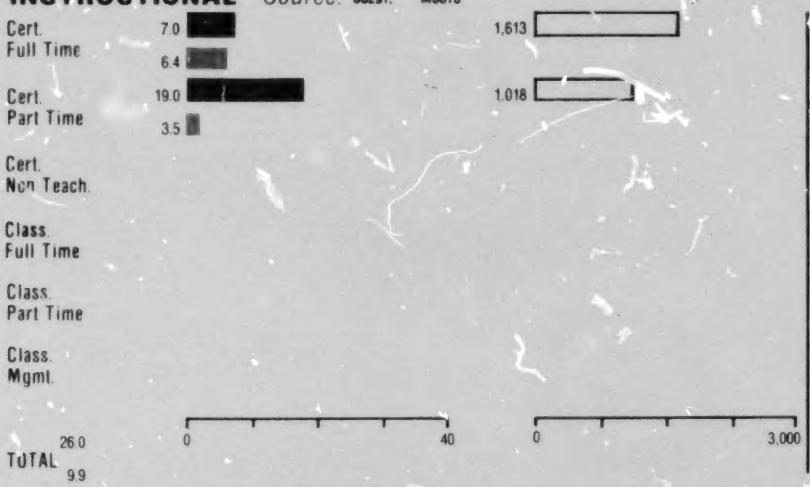
The Fine Arts discipline also plays a major role as a cultural resource for the college and the community through musical and dramatic performances and art and photography shows.

STAFF

INDIVIDUAL FTE WSCH

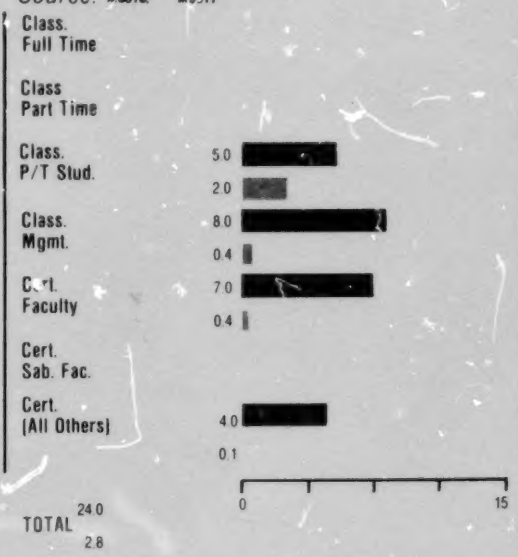
INSTRUCTIONAL

Source: S0291, M0015



NON-INSTRUCTIONAL

Source: M0018, M0017



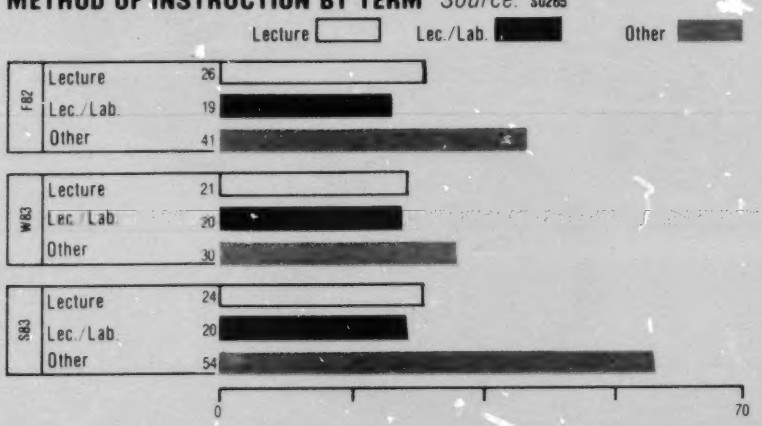
FINANCIAL

Source: M0010

SERVICES

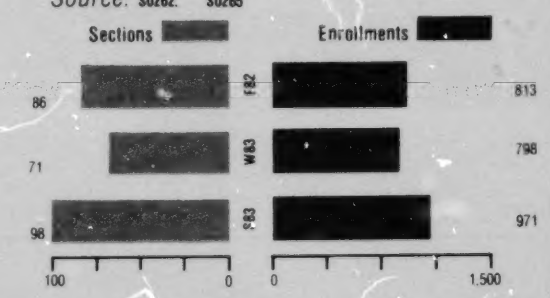
METHOD OF INSTRUCTION BY TERM

Source: S0265



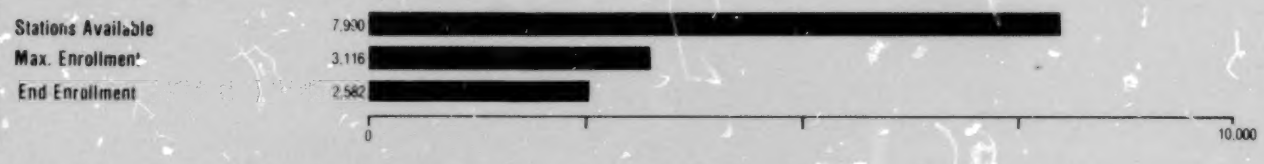
SECTIONS/ENROLLMENTS

Source: S0262, S0265



FACILITIES

Source: S0263, S0280

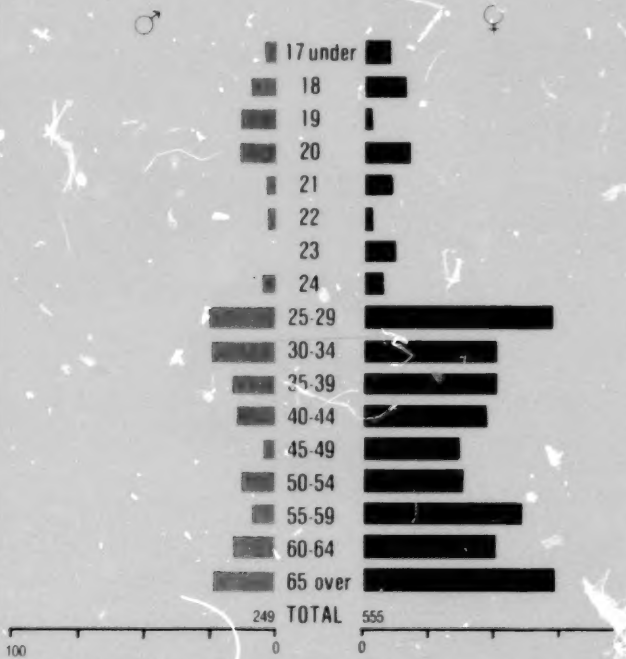


STUDENTS

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

Source: S0281



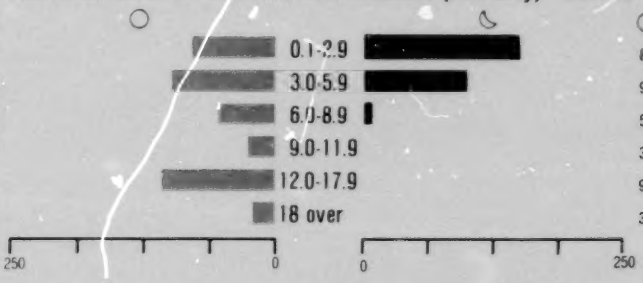
♂	♀	○	☾	TOT	%
8	12	5	15	20	2.48
13	18	27	4	31	3.84
16	7	23	—	23	2.85
17	17	31	3	34	4.21
9	13	20	2	22	2.73
7	7	11	4	15	1.86
3	13	16	—	16	1.98
11	10	13	8	21	2.60
31	70	53	48	101	12.52
30	48	48	30	78	9.67
16	47	34	29	63	7.81
14	43	34	23	57	7.06
8	36	23	21	44	5.45
15	37	30	22	52	6.44
10	64	62	12	74	9.17
16	48	49	15	64	7.93
25	65	71	21	92	11.40

ETHNIC BREAKDOWN (Fall only)

Source: S0281

UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

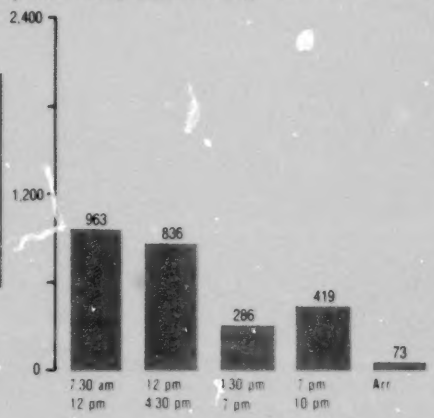
Source: S0281



○	%	☾	%	TOT	%
83	20.96	147	57.20	230	33.22
90	22.73	96	37.35	196	28.48
57	14.39	12	4.67	69	10.57
38	9.60	2	.78	40	6.13
96	24.24	—	—	96	14.70
32	8.08	—	—	32	4.90

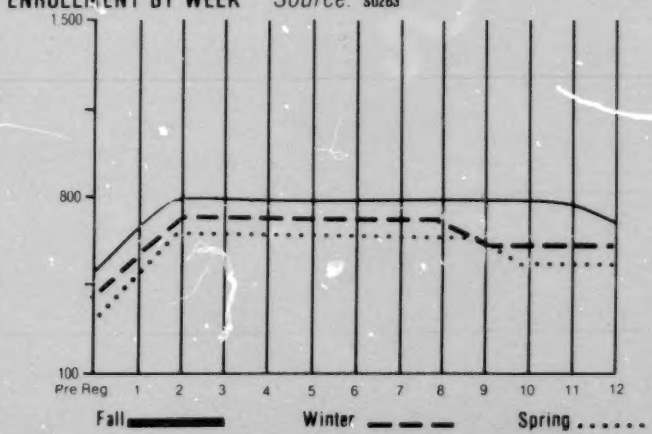
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0266



ENROLLMENT BY WEEK

Source: S0263



TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall	807
Winter	741
Spring	823

Offerings in the Natural Sciences and Mathematics at Columbia College are designed to prepare students for transfer to four-year colleges, meet Associate degree requirements, assist in preparing students for employment and in upgrading job skills, and to provide opportunities for lifelong learning in the disciplines of Biology, Chemistry, Earth Sciences, Physics, and Mathematics. The staff is committed to the belief that each discipline is an important aspect of the general education of all students so that they may live more informed and productive lives.

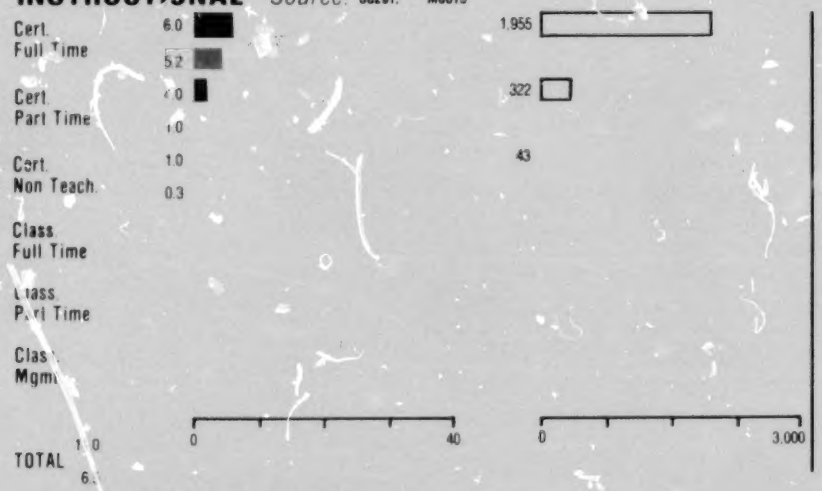
New courses, activities, and formats continue to be explored and developed. Such innovations come as a result of perceived need by instructors in the discipline, changes in the academic field, or requests from students or community members.

STAFF

INDIVIDUAL FTE WSCH

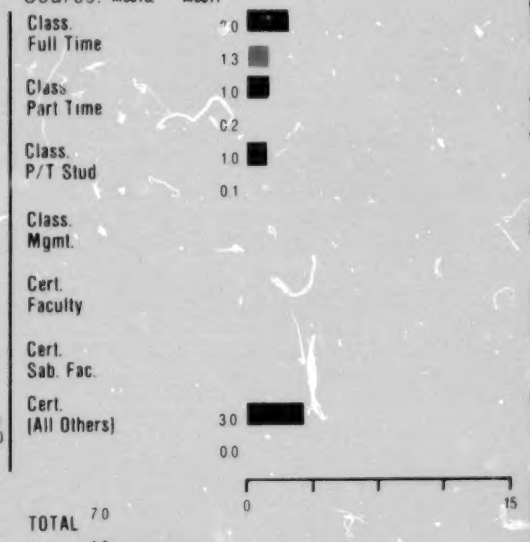
INSTRUCTIONAL

Source: S0201, M0015



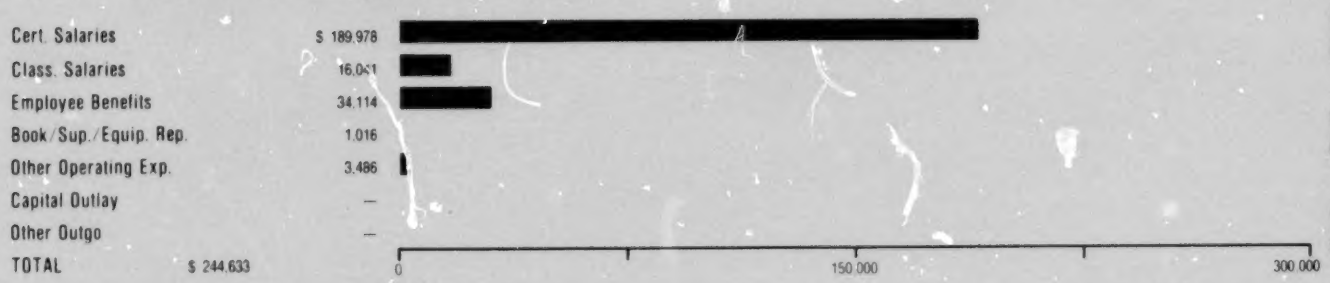
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

Source: M0010

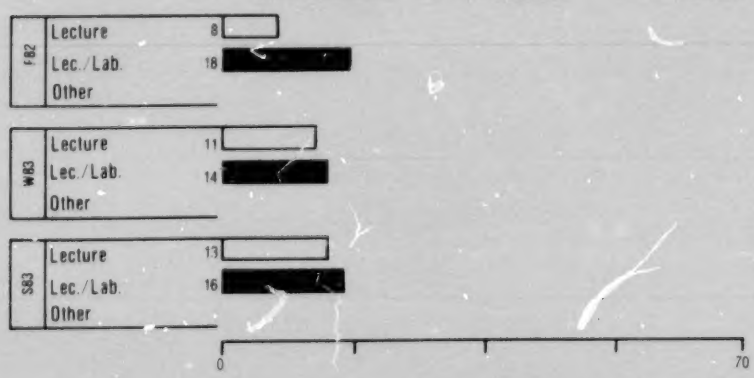


SERVICES

METHOD OF INSTRUCTION BY TERM

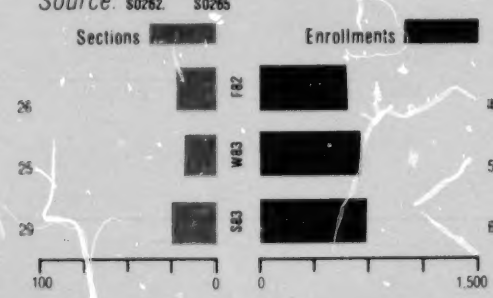
Source: S0255

Lecture Lec./Lab. Other



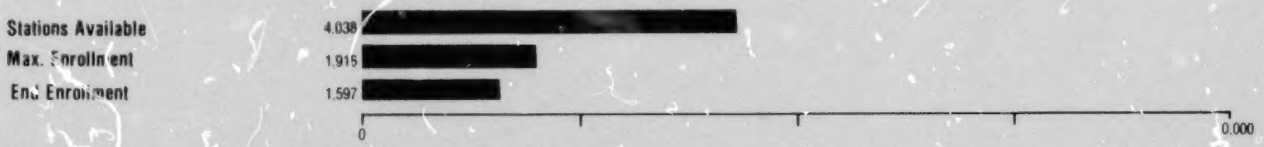
SECTIONS/ENROLLMENTS

Source: S0262, S0265



FACILITIES

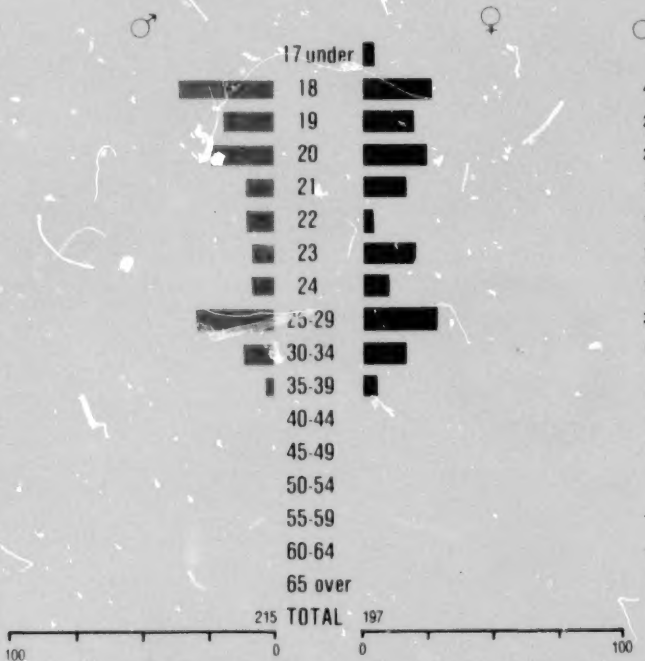
Source: S0263, S0280



STUDENTS

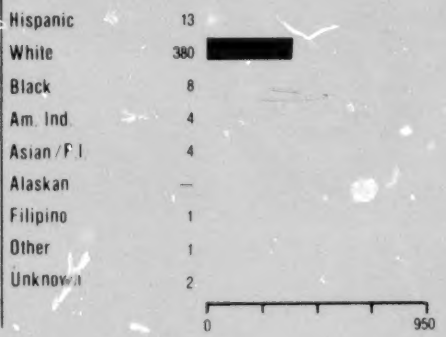
INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) Source: S0281

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

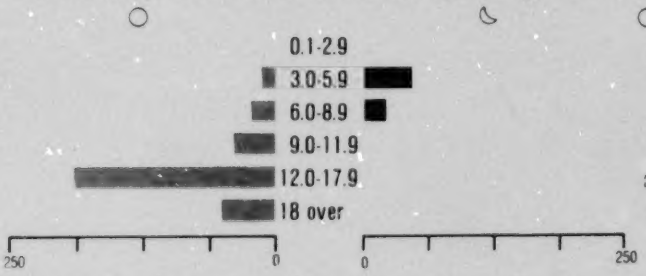


	♂	♀	○	☾	TOT	%
17 under	3	7	7	3	10	2.42
18	42	29	68	3	71	17.19
19	22	17	37	2	39	9.44
20	27	22	47	2	49	11.86
21	13	14	25	2	27	6.54
22	13	7	17	3	20	4.84
23	11	16	24	3	27	6.54
24	11	11	19	3	22	5.33
25-29	39	26	47	19	66	15.98
30-34	15	20	22	13	35	8.47
35-39	7	14	15	6	21	5.09
40-44	5	10	8	7	15	3.63
45-49	3	—	3	—	3	.73
50-54	2	—	—	2	2	.48
55-59	—	3	2	1	3	.73
60-64	—	—	—	—	—	—
65 over	2	1	2	1	3	.73

ETHNIC BREAKDOWN (Fall only)
Source: S0281

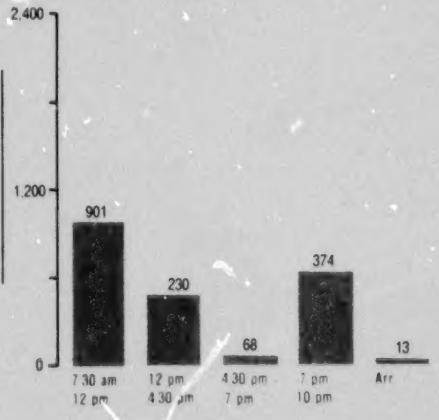


UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only) Source: S0281

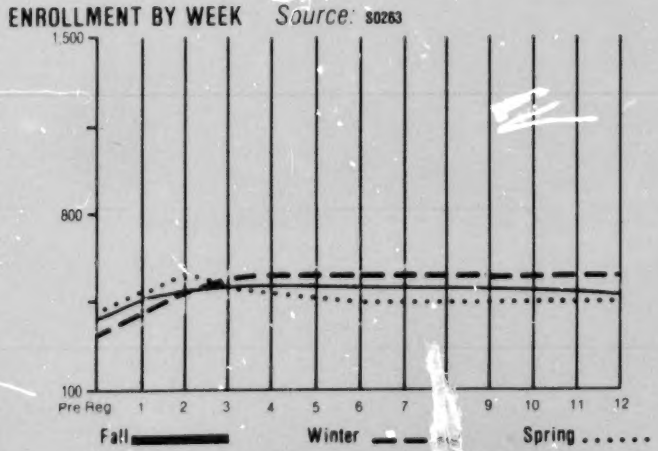


	○	%	☾	%	TOT	%
0.1-2.9	3	.87	—	—	3	.73
3.0-5.9	17	4.96	44	62.86	61	14.77
6.0-8.9	27	7.87	21	30.00	48	11.62
9.0-11.9	40	11.66	5	7.14	45	10.90
12.0-17.9	207	60.35	—	—	207	50.12
18 over	49	14.29	—	—	49	11.86

ENROLLMENTS BY TIME OF DAY (Total Year) Source: S0286



ENROLLMENT BY WEEK Source: S0263



TOTAL INDIVIDUALS ENROLLED
Source: S0281

Fall 413
Winter 456
Spring 501

The function of the Columbia College Health Occupations Department is to serve the health care needs of the community by providing instruction in safety and first aid, cardio-pulmonary resuscitation, emergency medical technician training and by preparing students for employment as licensed vocational nurses. Students may then continue on in the health care field either in a specialty area or advance in the nursing field.

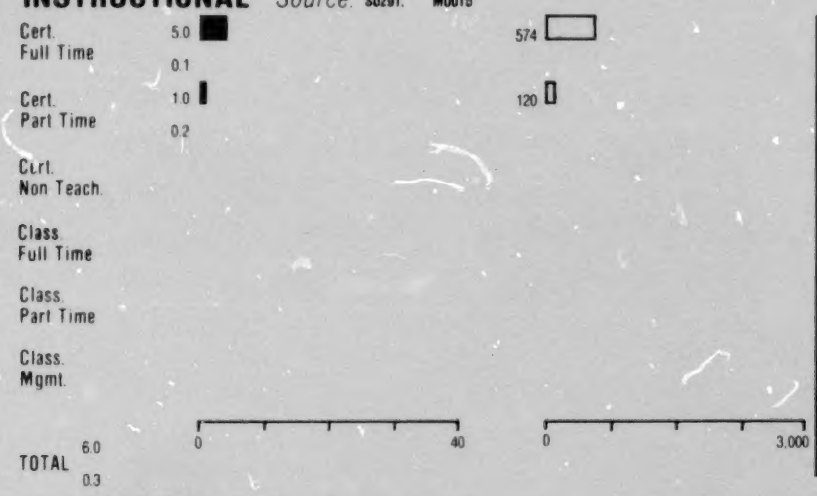
The four-quarter Vocational Nursing program is designed to prepare students so they may take the State Vocational Nursing Board examination to qualify as Licensed Vocational Nurses performing services requiring manual skills practiced under the direction of a registered nurse or licensed physician.

STAFF

INDIVIDUAL FTE WSCH

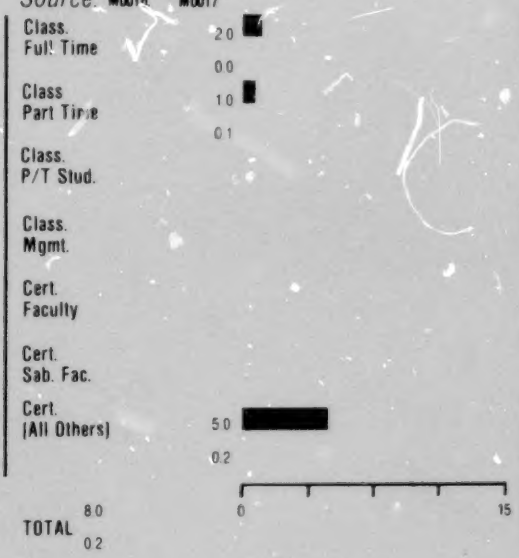
INSTRUCTIONAL

Source: S0291. M0015



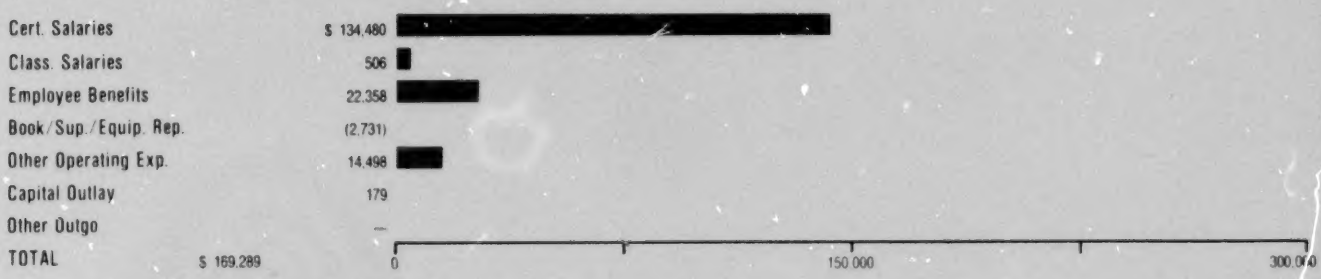
NON-INSTRUCTIONAL

Source: M0016 M0017



FINANCIAL

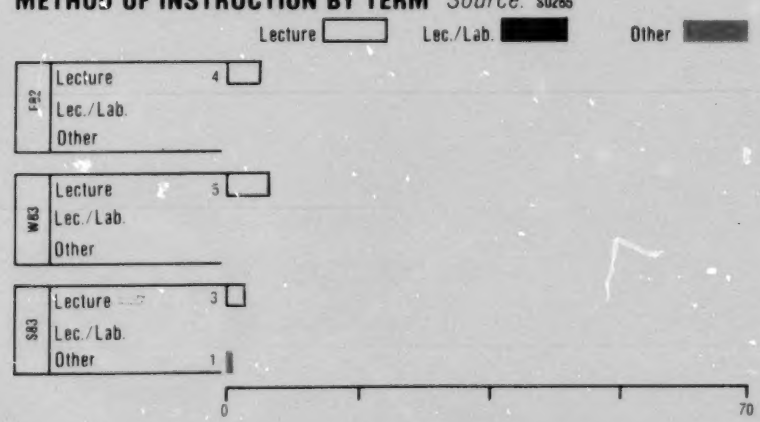
Source: M0010



SERVICES

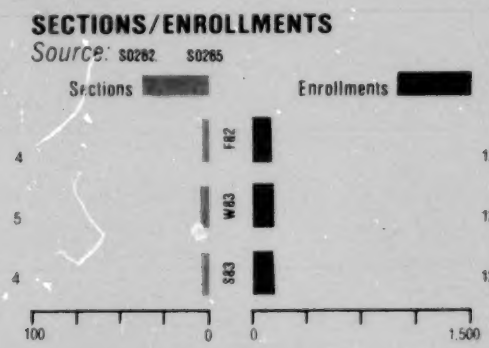
METHOD OF INSTRUCTION BY TERM

Source: S0265



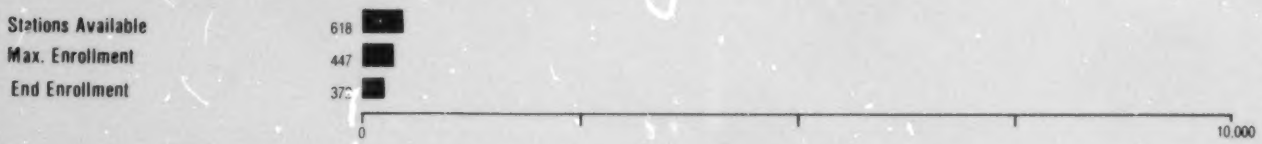
SECTIONS/ENROLLMENTS

Source: S0262 S0265



FACILITIES

Source: S0263, S0280

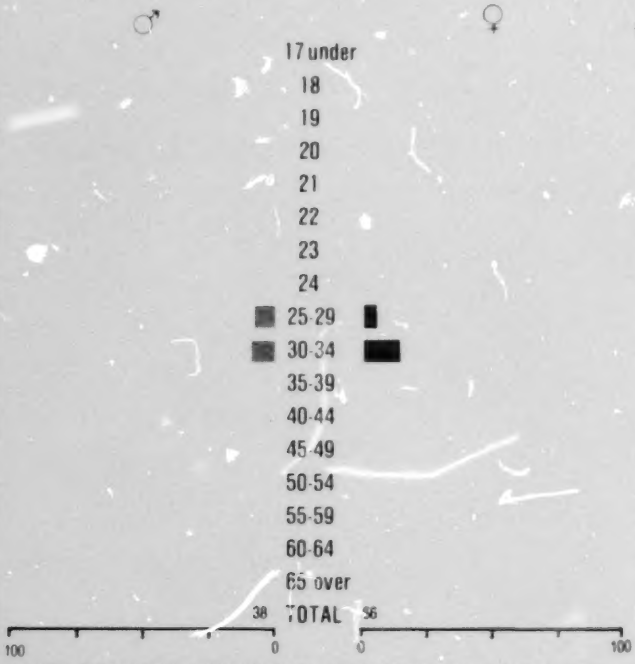


STUDENTS

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

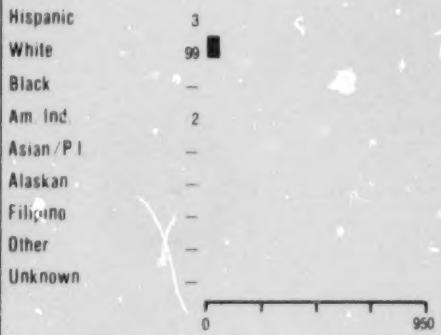
Source: S0281



Age	♂	♀	○	☾	TOT	%
17 under	—	1	1	—	1	96
18	2	2	4	—	4	3.85
19	2	6	8	—	8	7.69
20	2	2	2	2	4	3.85
21	4	7	8	3	11	10.58
22	1	1	2	—	2	1.92
23	1	8	5	4	9	8.65
24	1	4	5	—	5	4.81
25-29	10	8	14	4	18	17.31
30-34	10	18	19	9	28	26.92
35-39	3	5	7	1	8	7.69
40-44	1	2	2	1	3	2.88
45-49	—	—	—	—	—	—
50-54	1	1	1	1	2	1.92
55-59	—	1	1	—	1	96
60-64	—	—	—	—	—	—
65 over	—	—	—	—	—	—

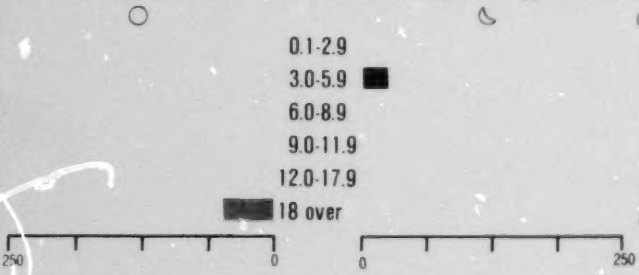
ETHNIC BREAKDOWN (Fall only)

Source: S0281



UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

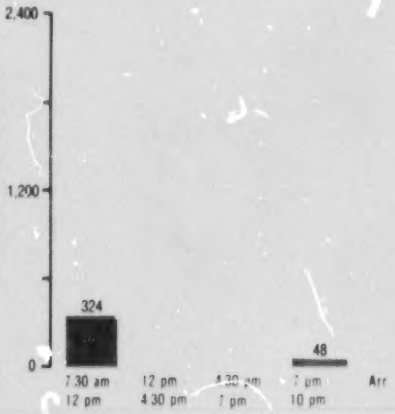
Source: S0281



Units	○	%	☾	%	TOT	%
0.1-2.9	1	1.27	—	—	1	96
3.0-5.9	4	5.06	22	88.00	26	25.00
6.0-8.9	9	11.39	3	12.00	12	11.54
9.0-11.9	5	6.33	—	—	5	4.81
12.0-17.9	14	17.72	—	—	14	13.46
18 over	46	58.23	—	—	46	44.23

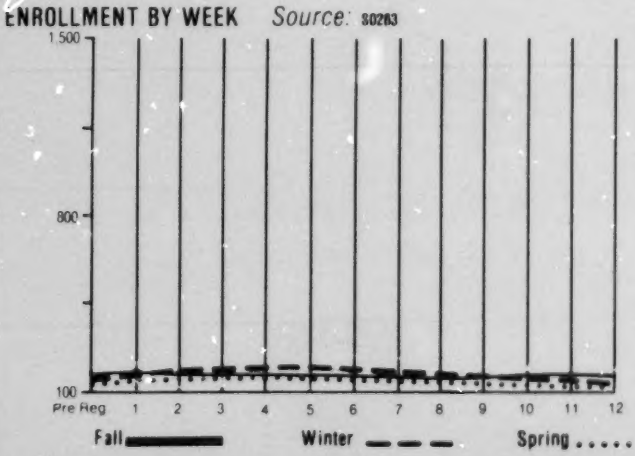
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0266



ENROLLMENT BY WEEK

Source: S0263



TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall	104
Winter	75
Spring	33

The Physical Education program is designed to provide each student the opportunity to improve the mental and physical foundations of good health, to teach skills and knowledge to aid the individual in making worthy use of leisure time, and to provide a comprehensive program to meet transfer and Associate degree requirements.

Instruction is offered in three main areas: health and fitness education, physical education and recreation, and dance.

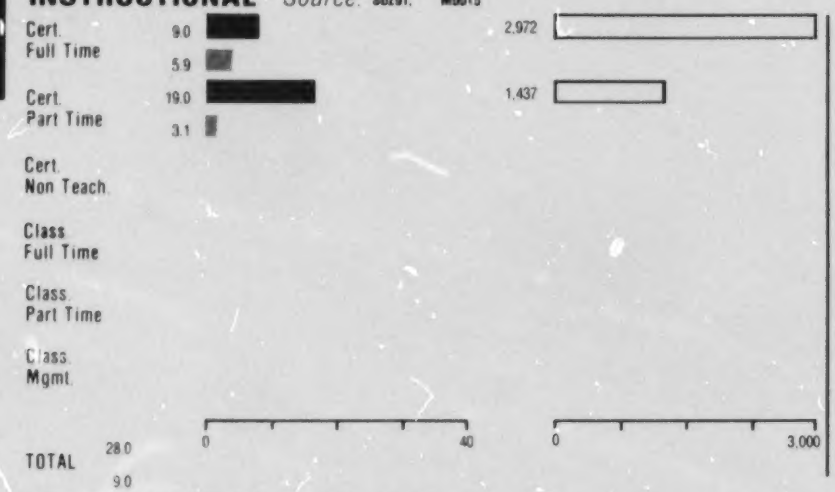
The department staff strives to provide an environment in which each individual may pursue self-discovery, self-development, self-direction, and self-discipline through physical education.

STAFF

INDIVIDUAL FTE WSCH

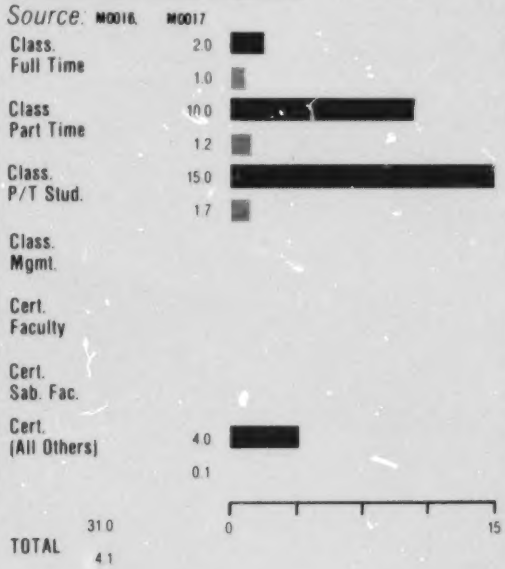
INSTRUCTIONAL

Source: S0291, M0015



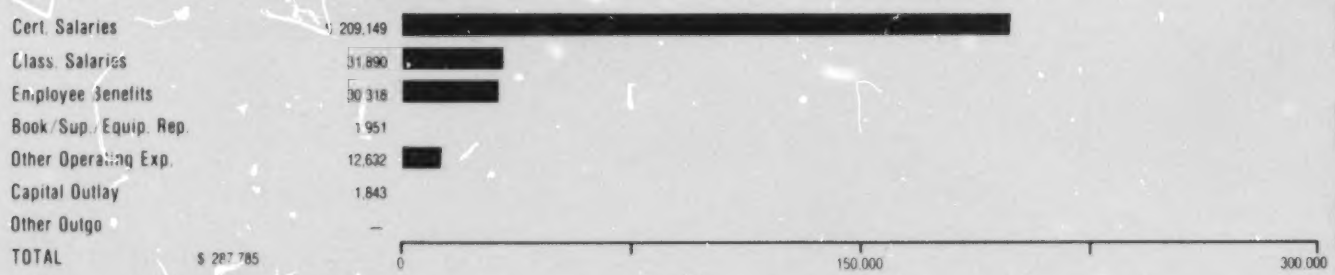
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

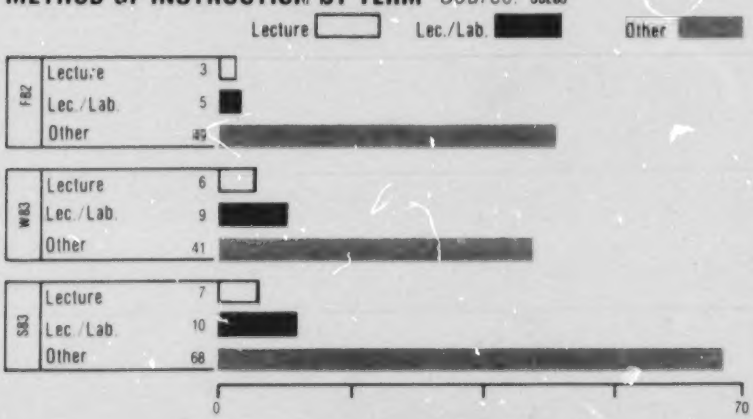
Source: M0010



SERVICES

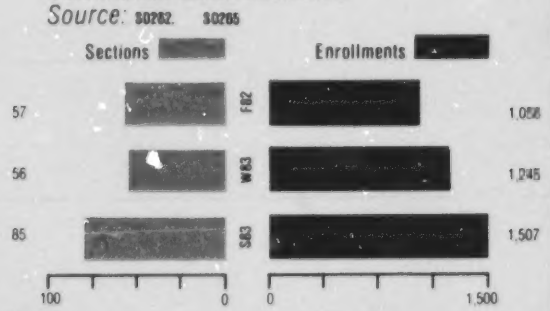
METHOD OF INSTRUCTION BY TERM

Source: S0265



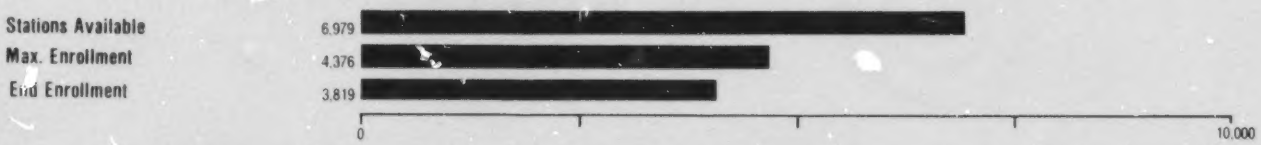
SECTIONS/ENROLLMENTS

Source: S0262, S0265



FACILITIES

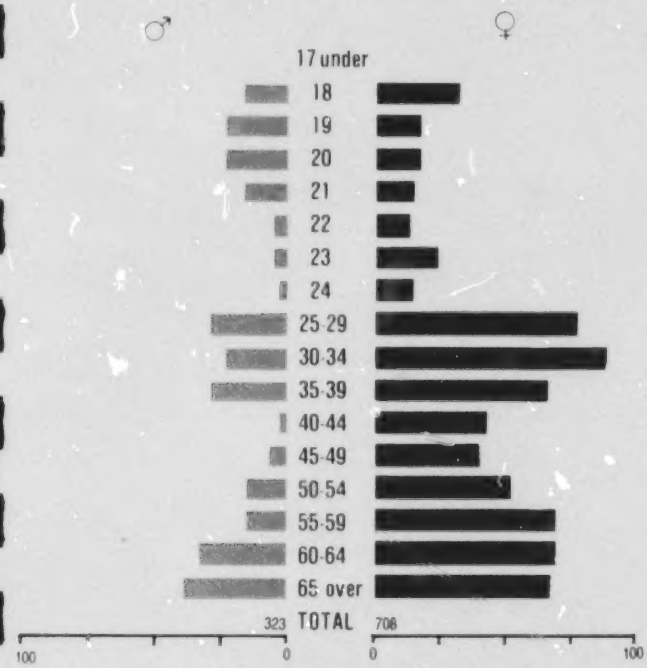
Source: S0283, S0280



STUDENTS

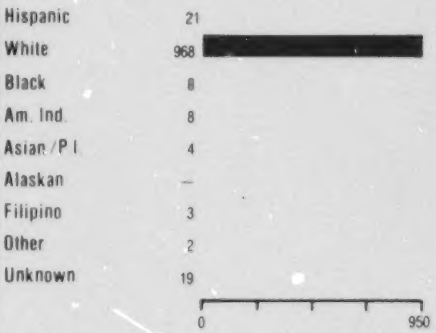
INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) Source: S0281

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

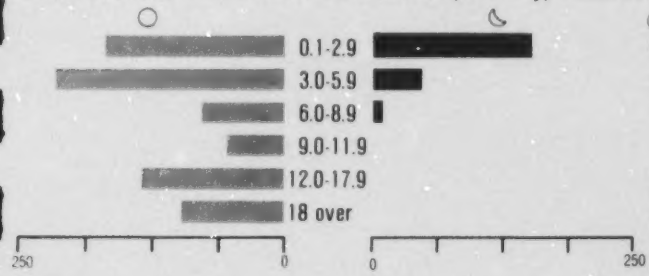


♂ ○	♀ ○	♂ ☾	♀ ☾	TOT	%
2	3	2	3	5	48
16	32	43	5	48	4.65
23	19	40	2	42	4.07
24	18	41	1	42	4.07
15	16	27	4	31	3.00
9	15	15	9	24	2.32
10	23	27	6	33	3.19
7	15	15	7	22	2.13
34	77	78	33	111	10.75
23	89	75	37	112	10.84
32	65	63	34	97	9.39
7	38	26	19	45	4.36
11	35	27	19	46	4.45
17	52	47	22	69	6.68
16	70	77	10	87	8.42
36	71	94	13	107	10.36
41	69	110	1	111	10.75

ETHNIC BREAKDOWN (Fall only)
Source: S0281

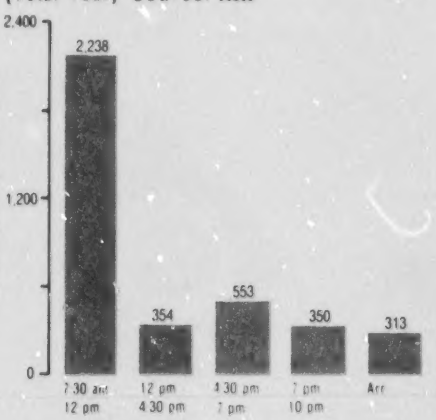


UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only) Source: S0281

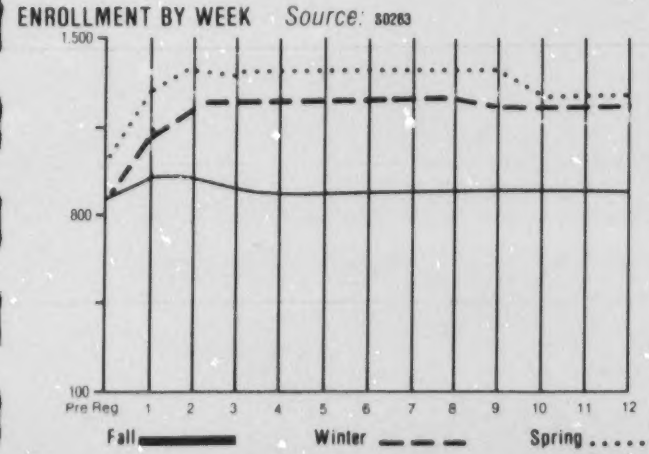


○	%	☾	%	TOT	%
184	24.70	153	67.70	337	34.71
233	31.28	55	24.34	288	29.66
70	9.40	18	7.96	88	9.06
40	5.37	—	—	40	4.12
140	18.79	—	—	140	14.42
78	10.47	—	—	78	8.03

ENROLLMENTS BY TIME OF DAY (Total Year) Source: S0266



ENROLLMENT BY WEEK Source: S0283



TOTAL INDIVIDUALS ENROLLED
Source: S0281

Fall	1,033
Winter	1,158
Spring	1,407

The function of the Social Sciences Unit is to prepare students for transfer to four-year colleges, meet Associate degree requirements, and make provisions for lifelong educational development. The Social Sciences Unit is comprised of the disciplines of Anthropology, Geography, History, Humanities, Philosophy, Political Science, Psychology, and Sociology. Programs are designed to provide offerings which enable students to appreciate and understand differing viewpoints, thereby enhancing a more productive life. Because of the inherent high interest of many of the specialized classes offered in the various disciplines, community members often take advantage of these opportunities for continuing education.

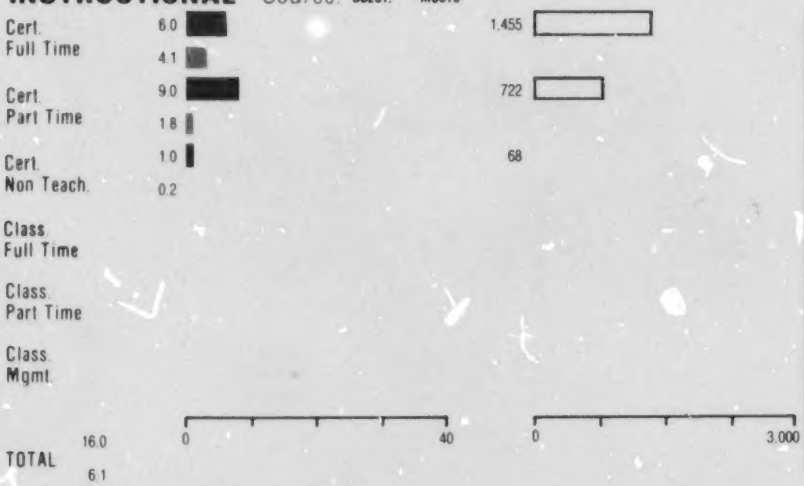
New courses, activities, and formats continue to be explored and developed as the result of perceived need by instructors, changes in academic or professional requirements, or requests from students or community members.

STAFF

INDIVIDUAL FTE WSCH

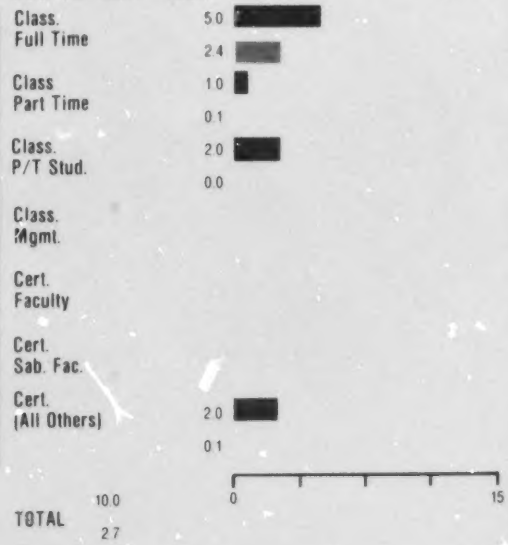
INSTRUCTIONAL

Source: S0291. M0015



NON-INSTRUCTIONAL

Source: M0016. M0017



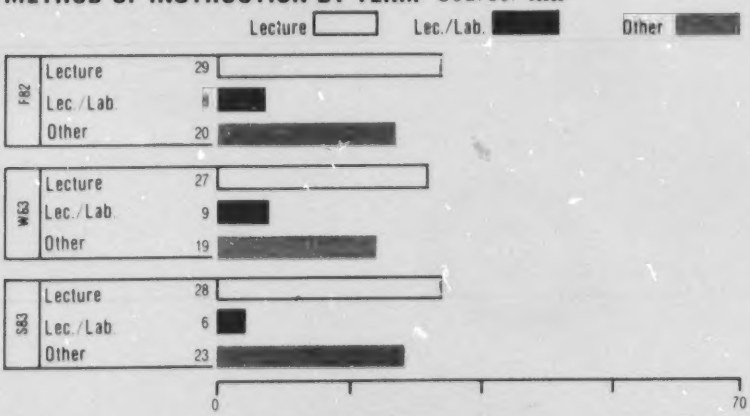
FINANCIAL

Source: M0010

SERVICES

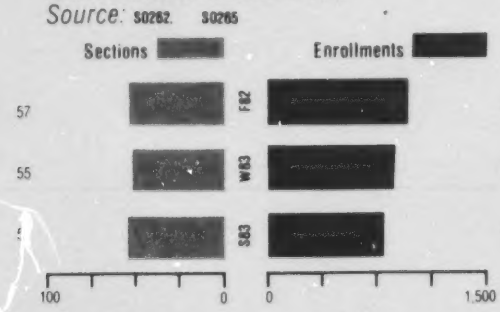
METHOD OF INSTRUCTION BY TERM

Source: S0265



SECTIONS/ENROLLMENTS

Source: S0262. S0265



FACILITIES

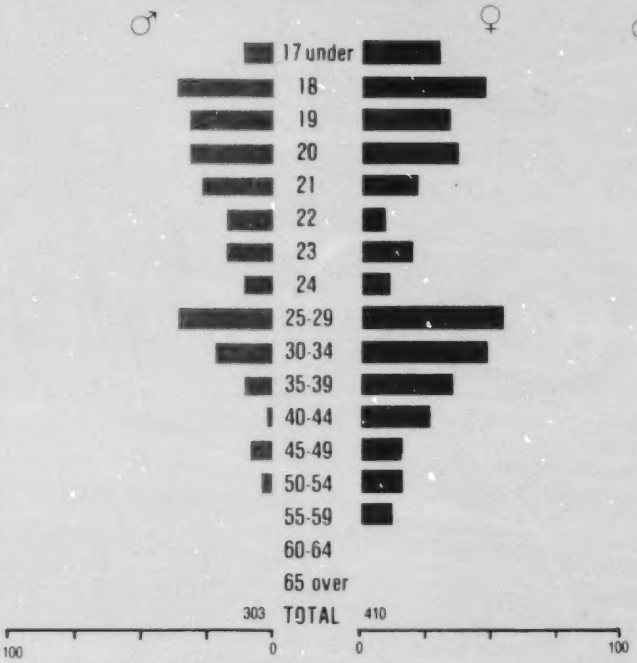
Source: S0263, S0280

STUDENTS

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

Source: S0281

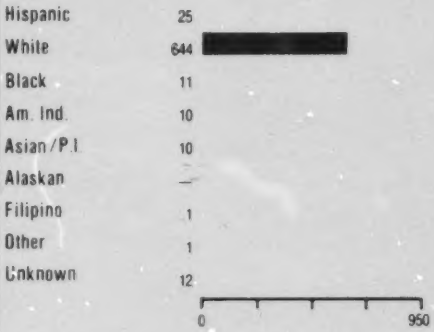
♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total



Age	♂	♀	○	☾	TOT	%
17 under	15	28	18	25	43	6.02
18	40	51	78	13	91	12.75
19	38	31	62	7	69	9.66
20	37	34	62	9	71	9.94
21	28	16	36	8	44	6.16
22	16	8	19	6	25	3.50
23	15	15	26	4	30	4.20
24	9	11	17	3	20	2.80
25-29	42	58	78	22	100	14.01
30-34	25	50	56	19	75	10.50
35-39	12	37	32	17	49	6.86
40-44	4	25	18	11	29	4.06
45-49	9	14	13	10	23	3.22
50-54	2	13	12	3	15	2.10
55-59	6	10	13	3	16	2.24
60-64	3	3	6	—	6	.84
65 over	2	4	5	1	6	.34

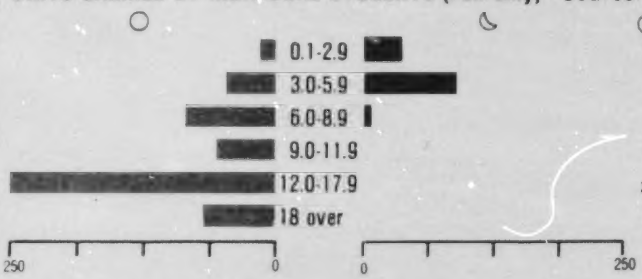
ETHNIC BREAKDOWN (Fall only)

Source: S0281



UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

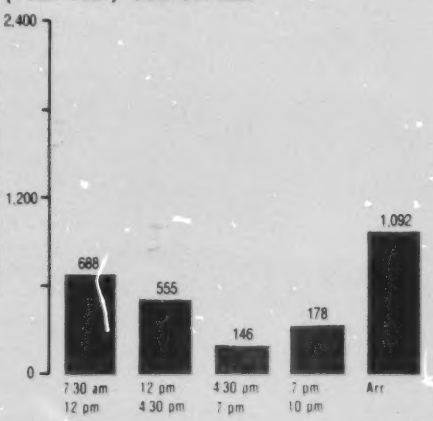
Source: S0281



Units	○	%	☾	%	TOT	%
0.1-2.9	17	3.08	51	31.48	68	9.52
3.0-5.9	59	10.69	87	53.70	146	20.45
6.0-8.9	86	15.58	17	10.49	103	14.43
9.0-11.9	60	10.87	4	2.47	64	8.96
12.0-17.9	266	48.19	3	1.85	269	37.68
18 over	64	11.59	—	—	64	8.96

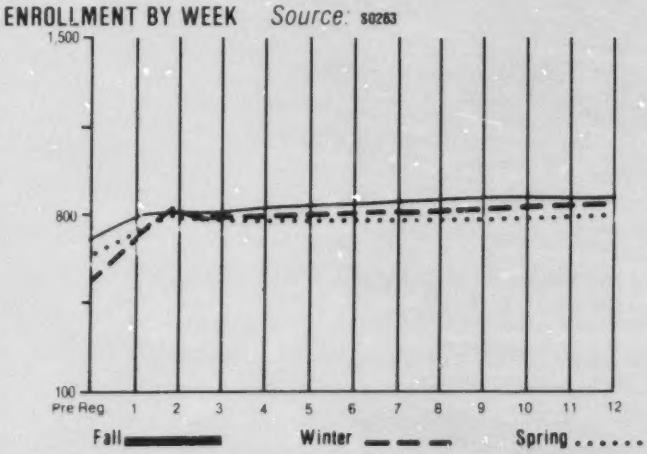
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0263



ENROLLMENT BY WEEK

Source: S0263



TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall	714
Winter	668
Spring	651

Offerings in the Trade and Technical Unit at Columbia College are designed to provide entry-level pre-employment training in the areas of Auto Technology, Forestry and Natural Resources, Fire Technology, Hospitality Management, Search and Rescue, and Welding. The courses are also designed to meet transfer and Associate degree requirements as well as to prepare students for certification. In-service training for individuals already employed and retraining for those returning to the work field are integral parts of the function of this Unit.

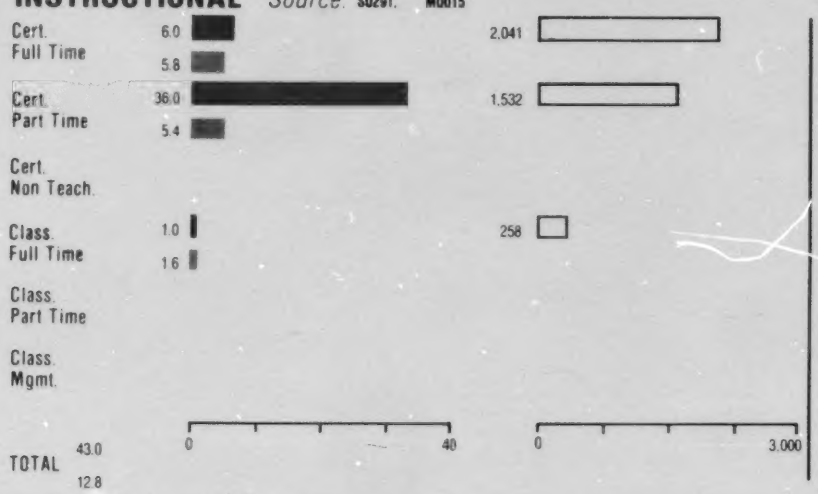
Instructors work closely with advisory committees composed of persons in local industry to be sure that courses accurately reflect practices and procedures used in industry as well as meeting the needs of industry.

STAFF

INDIVIDUAL FTE WSCH

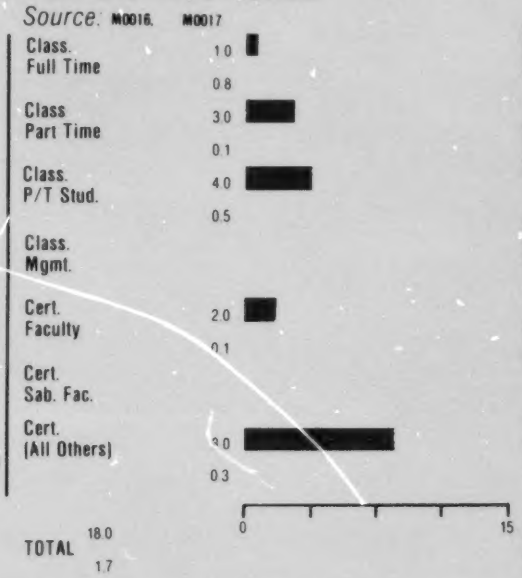
INSTRUCTIONAL

Source: S0291. M0015



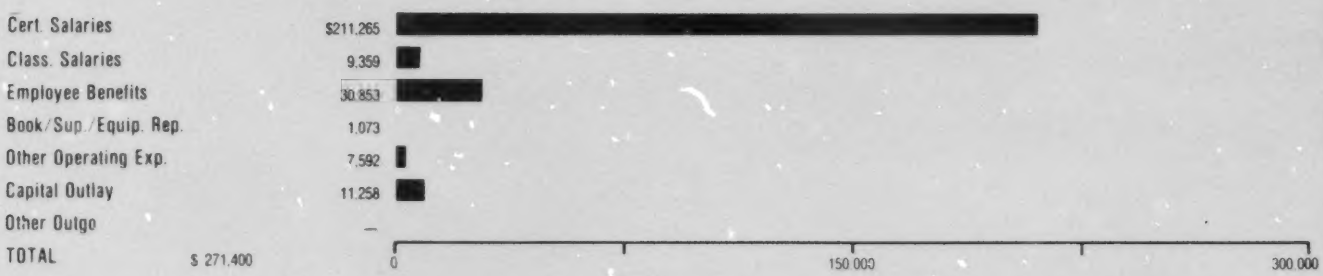
NON-INSTRUCTIONAL

Source: M0016. M0017



FINANCIAL

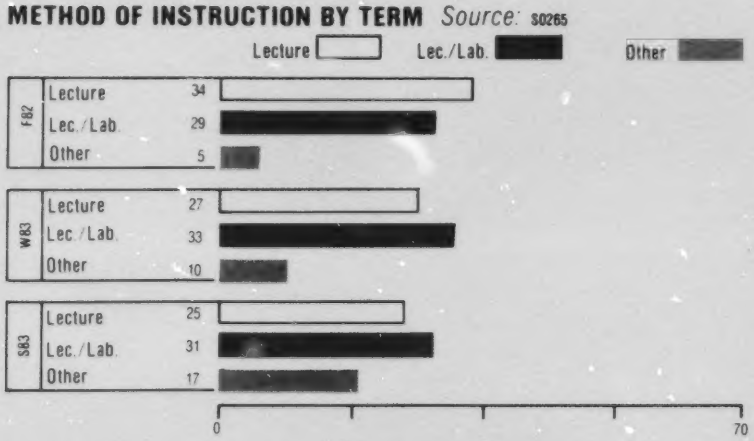
Source: M0010



SERVICES

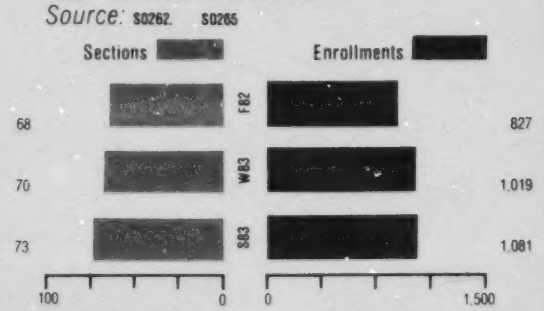
METHOD OF INSTRUCTION BY TERM

Source: S0265



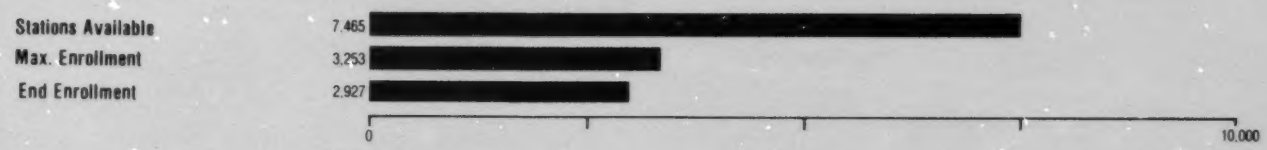
SECTIONS/ENROLLMENTS

Source: S0262. S0265



FACILITIES

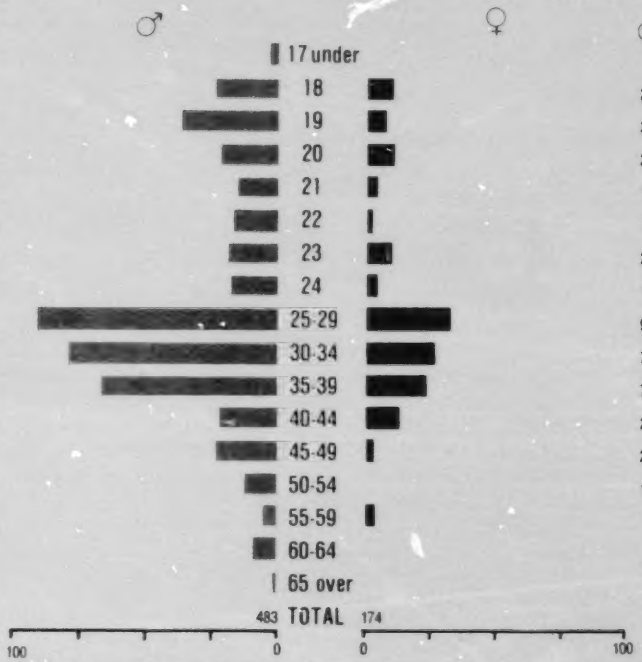
Source: S0263, S0280



STUDENTS

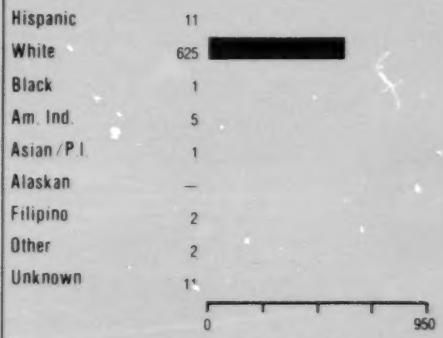
INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) Source: S0281

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

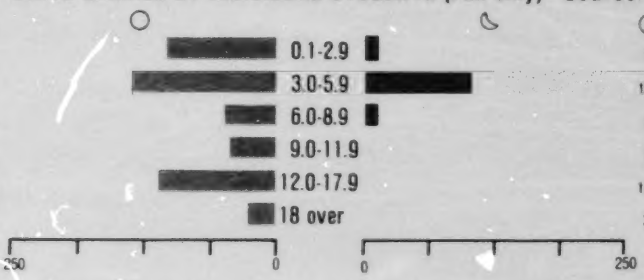


♂	♀	○	☾	TOT	%
5	—	2	3	5	.76
25	13	32	6	38	5.78
36	9	38	7	45	6.84
23	11	29	5	34	5.17
17	8	20	5	25	3.80
19	6	13	12	25	3.80
20	12	27	5	32	4.86
19	5	15	9	24	3.65
91	30	84	38	122	18.54
79	26	74	31	105	15.96
70	23	72	21	93	14.13
22	12	24	10	34	5.17
25	6	24	7	31	4.71
14	3	12	5	17	2.58
6	7	8	5	13	1.98
8	1	5	4	9	1.37
3	2	3	2	5	.76

ETHNIC BREAKDOWN (Fall only)
Source: S0281

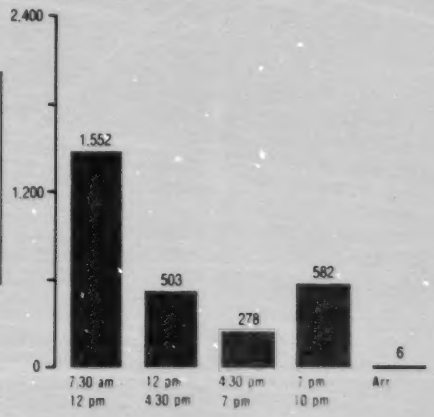


UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only) Source: S0281

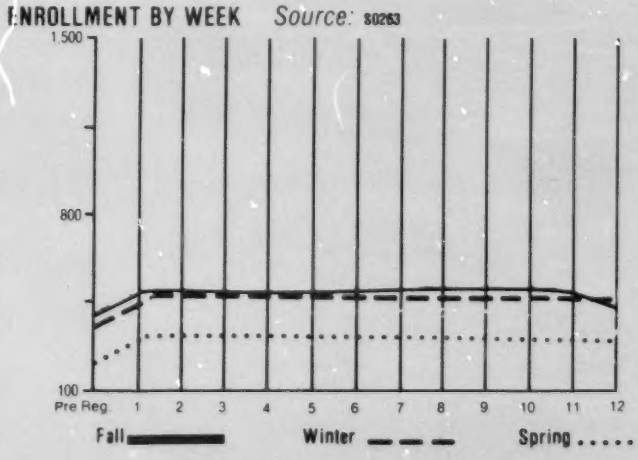


○	%	☾	%	TOT	%
90	18.67	27	16.46	117	18.11
137	28.42	110	67.07	247	38.24
54	11.20	25	15.24	79	12.23
50	10.37	1	.61	51	7.89
118	24.48	1	.61	119	18.42
33	6.85	—	—	33	5.11

ENROLLMENTS BY TIME OF DAY (Total Year) Source: S0266



ENROLLMENT BY WEEK Source: S0263



TOTAL INDIVIDUALS ENROLLED
Source: S0281

Fall 658
Winter 649
Spring 782

The Community Services Program is designed to offer classes not generally supported by State funds and to expand the cultural activities of the community. These purposes are achieved by: offering fee-based classes which cannot be part of the standard college curriculum, making campus facilities available to community groups for special meetings and programs, and sponsoring cultural programs not currently available in the area.

Although it is largely a self-supporting activity, a special budget is supported by the District to insure the success of the program.

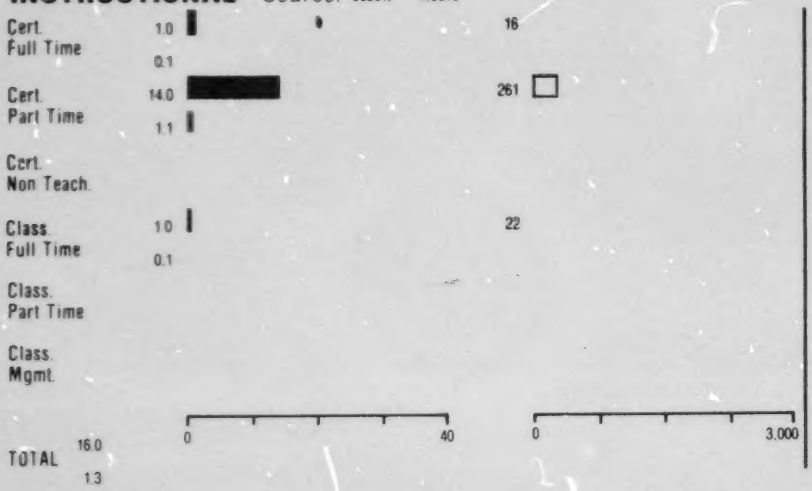
Formerly the program was supported by a special tax. This tax was eliminated in 1978. It was feared at that time that this function would be eliminated by the demands of other programs. However, through the dedication of the District and the Community Services staff, this program has stabilized and is growing once again. The greatest strength is that it is able to respond to the requests of the community at large.

STAFF

INDIVIDUAL ▬ FTE ▬ WSCH ▭

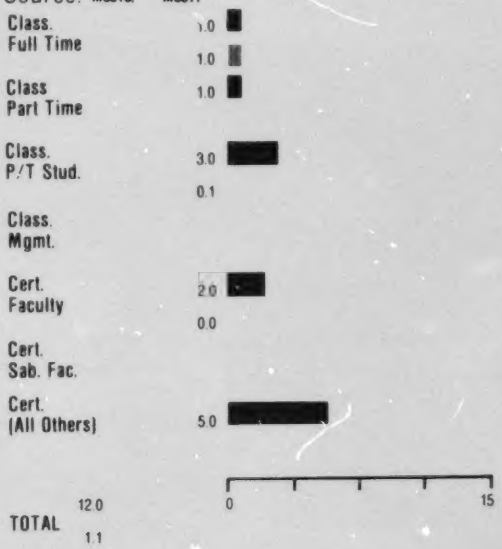
INSTRUCTIONAL

Source: S0291, M0015



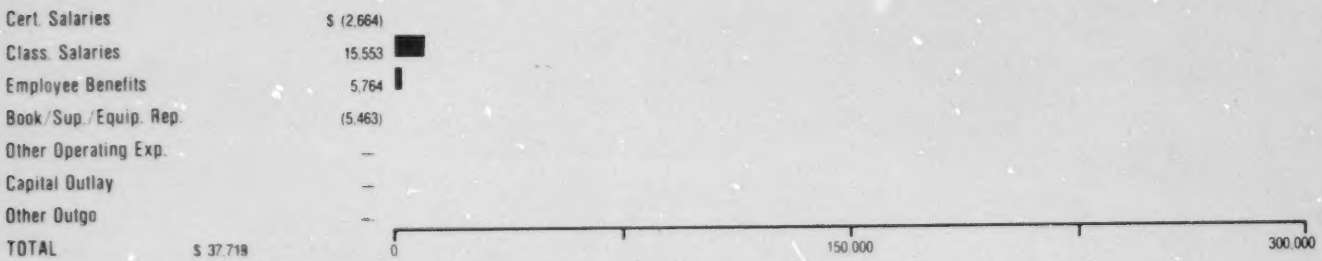
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

Source: M0010



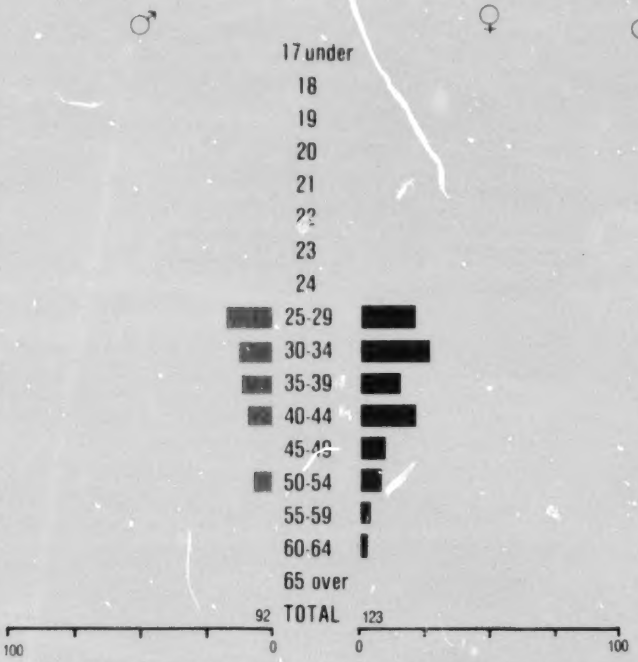
FACILITIES

Source: S0263, S0280

STUDENTS

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) Source: S0281

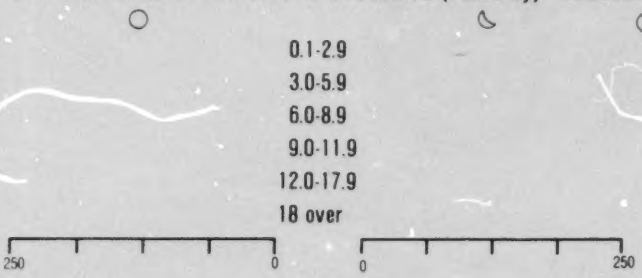
♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total



Age	♂	♀	○	☾	TOT	%
17 under	2	—	—	2	2	.93
18	—	2	2	—	2	.93
19	1	—	—	1	1	.47
20	3	2	4	1	5	2.33
21	—	2	2	—	2	.93
22	3	—	—	3	3	1.40
23	—	2	2	—	2	.93
24	3	5	4	4	8	3.72
25-29	20	19	11	28	39	18.14
30-34	16	26	11	31	42	19.53
35-39	15	15	13	17	30	13.95
40-44	12	19	14	17	31	14.42
45-49	3	10	3	10	13	6.05
50-54	8	9	2	15	17	7.91
55-59	2	6	4	4	8	3.72
60-64	1	5	2	4	6	2.79
65 over	3	1	1	3	4	1.86

ETHNIC BREAKDOWN (Fall only)
Source: S0281

UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only) Source: S0281



Units	○	%	☾	%	TOT	%
0.1-2.9	9	30.00	1	100.00	10	32.26
3.0-5.9	5	16.67	—	—	5	16.13
6.0-8.9	5	16.67	—	—	5	16.13
9.0-11.9	4	13.33	—	—	4	12.90
12.0-17.9	5	16.67	—	—	5	16.13
18 over	2	6.67	—	—	2	6.45

TOTAL INDIVIDUALS ENROLLED
Source: S0281

Fall	
Winter	215
Spring	198

Columbia College provides a program of student services which strives to develop and implement programs that are consistent with and supportive of the goals described by the College philosophy and guiding principles.

The student services program includes the following essential functions:

I. **Functions Which Inform:** Pre-admissions information; new student orientation; and interpreting college regulations; and community relations.

II. **Functions Which Evaluate:** Records; educational testing; applicant appraisal; follow-up; and evaluation.

III. **Functions Which Facilitate:** Counseling; educational advising; staff development; learning skills; health services; financial aid; job placement/employment; registration; bookstore; specialized programs; parking/security; human development; and articulation with high schools and other colleges.

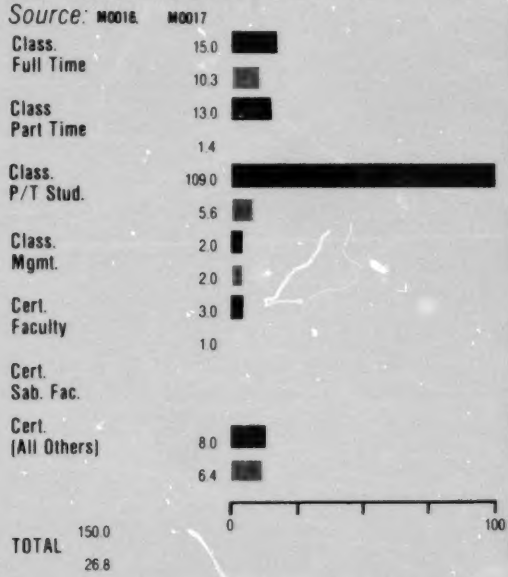
IV. **Functions Which Involve:** Co-curricular activities; college governance; student self-governance; and athletics.

STAFF

INDIVIDUAL FTE WSCH

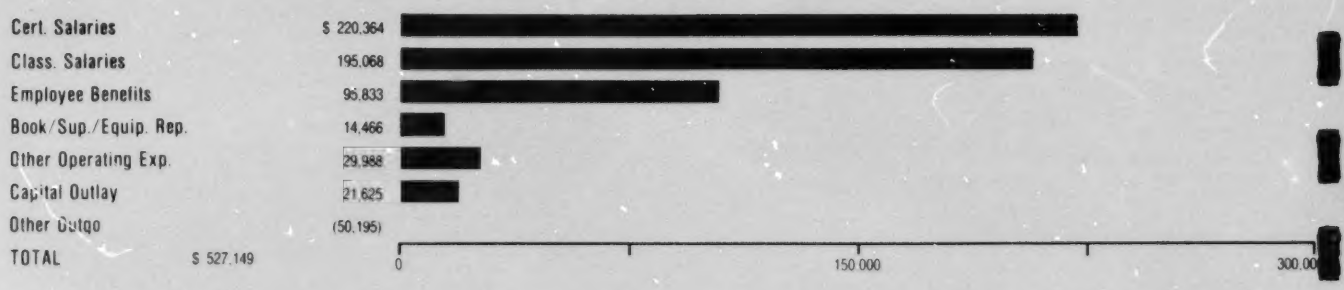
NON-INSTRUCTIONAL

Source: M0018, M0017



FINANCIAL

Source: M0010



• The Office of Instruction is responsible for planning, organizing, implementing, and evaluating all instructional programs of the College. Specific functions of the Office include educational master planning, development of the College Catalog and the quarterly schedule of classes; curriculum development; selection, orientation, and evaluation of instructional personnel and related support staff; development and management of the instructional budget; and faculty professional developments.

The Office is administered by the Dean of Instruction and the Assistant Dean, who is responsible for Continuing Education including all evening, off-campus, and summer session classes, as well as the Community Services Program. The College is not structured into academic divisions or departments as such; therefore, the two deans work directly with faculty. They are assisted by three secretaries, a faculty member with 50 percent reassigned time to coordinate vocational education (including those matters having to do with VEA), and a public information officer.

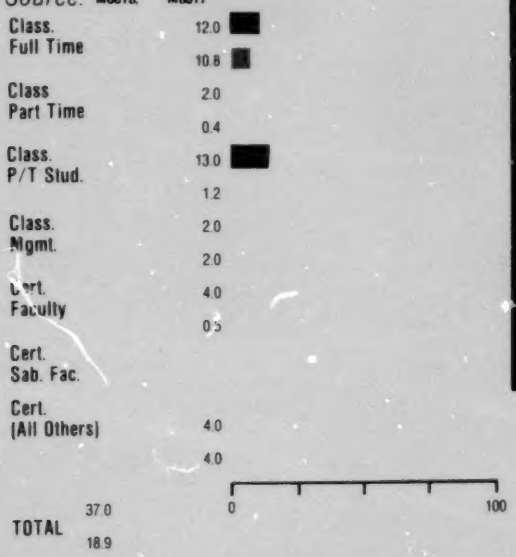
The Instruction Office is committed to providing a comprehensive, high quality instructional program for the residents of this service area. We believe the essential elements of such a program to be: (1) a well balanced curriculum which is responsive to both community and individual student needs and (2) a focus on faculty as the key personnel in the educational process.

STAFF

INDIVIDUAL FTE

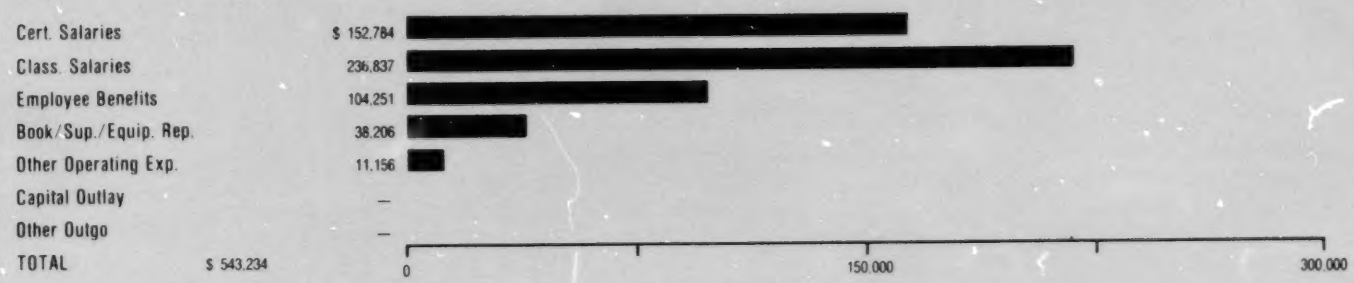
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

Source: M0010



Functions included in this unit are those under the direct control of the College President. In general, these are functions related to the President's overall responsibility as the educational leader and chief administrative officer for the college. In this capacity the President must oversee the development and management of the college budget, provide leadership to the administrative staff and support personnel in carrying out the instructional program, the maintenance and operation of the college plant, maintaining relationships with the community and participating as a member of the Superintendent's Cabinet in making overall college and district decisions.

Some activities included under general administration are unique to the small college requirement for distributing all administrative functions among the members of a relatively small staff.

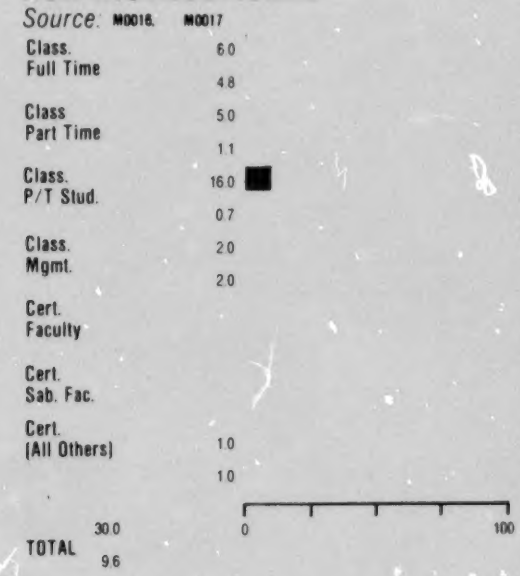
The overall functions of planning and policy making, business services, communication services, food services, library services, instructional materials center services and fire protection services are included in this unit. In addition, the Buildings and Grounds and Transportation departments report to the District; however, the college president gives immediate direction on a daily basis to these areas.

STAFF

INDIVIDUAL ■ FTE ■

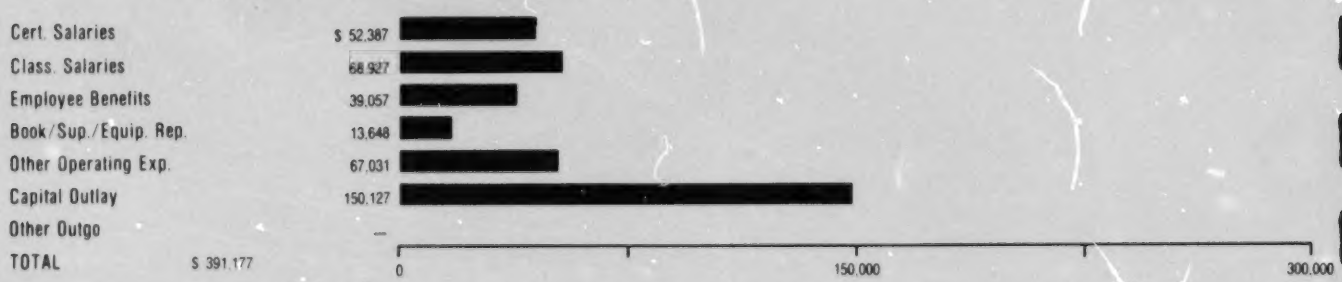
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

Source: M0010



General institutional services are those support services provided on each college campus which are coordinated and supervised by the Assistant Superintendent—Business Services for the District. Personnel carrying out these services work closely with college presidents and staff members in order to maintain the most positive learning environment possible.

Activities carried on by this unit consist of custodial services-cleaning and care of rooms and furnishings; grounds services—cleaning, caring for landscaping, irrigating, mowing and pruning; maintenance services—servicing and repair of buildings and equipment; utilities services—electric power, oil and gas.

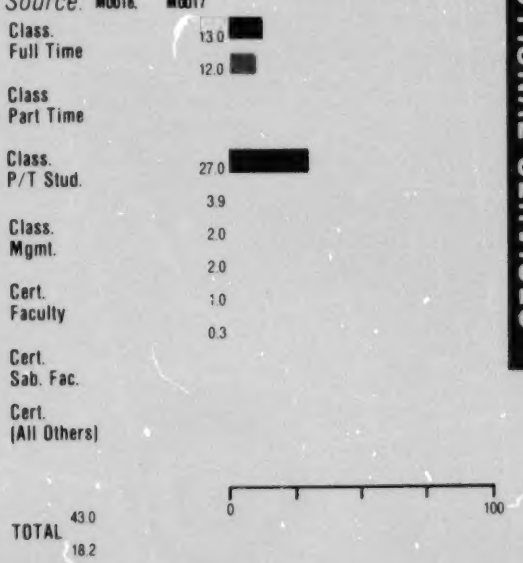
In addition, a transportation pool of vehicles with the necessary support personnel is provided for each campus.

STAFF

INDIVIDUAL FTE

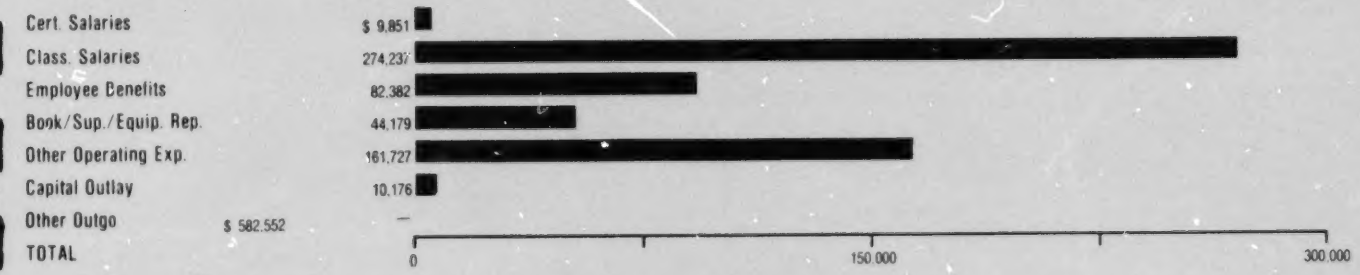
NON-INSTRUCTIONAL

Source: M0018, M0017



FINANCIAL

Source: M0010



MODESTO JUNIOR
COLLEGE

Modesto Junior College is a comprehensive community college. Consistent with its philosophy of serving the educational needs of those people who reside in the area served by the college, a wide range of programs and individual courses have been developed.

Credit and non-credit courses are offered day and evening as well as on Saturdays on the college sites and at many locations throughout the college district.

Graded or "credit" courses fulfill requirements leading to degrees, diplomas, and certificates.

Non-credit courses are designed for members of the community who wish to develop or improve their skills and supplement their general knowledge.

Since the college began in 1921 with 61 students, it has grown into a two-campus institution with a total enrollment of over 17,000 as shown below for 1981-82.

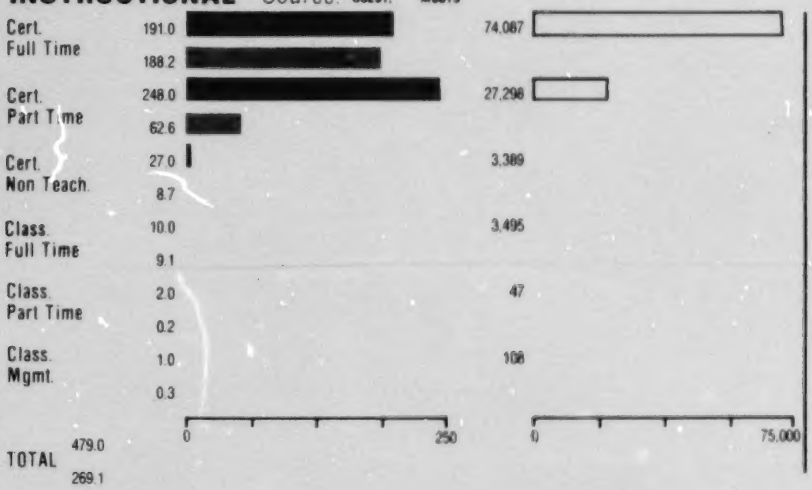
Programs are offered which provide students the opportunity to earn an associate degree, a certificate of achievement, or to upgrade skills. In addition, through the community services program, fee funded avocational, cultural, educational and enrichment opportunities are available.

STAFF

INDIVIDUAL FTE WSCH

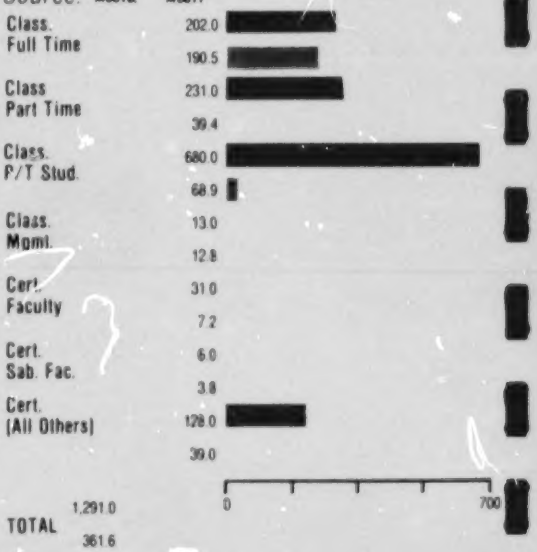
INSTRUCTIONAL

Source: S0291, M0015



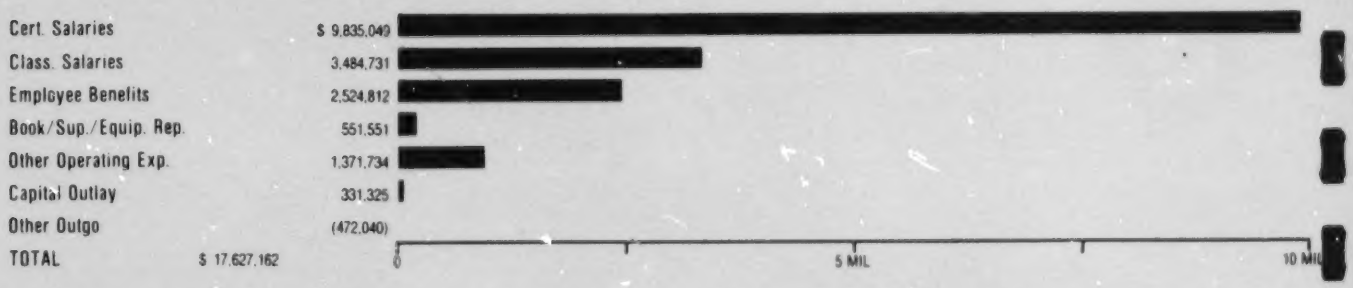
NON-INSTRUCTIONAL

Source: M0018, M0017



FINANCIAL

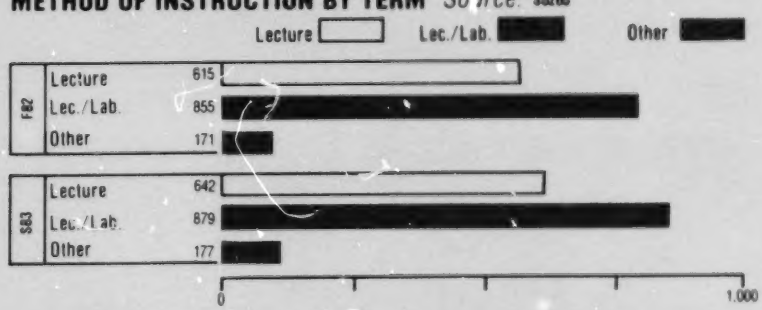
Source: M0010



SERVICES

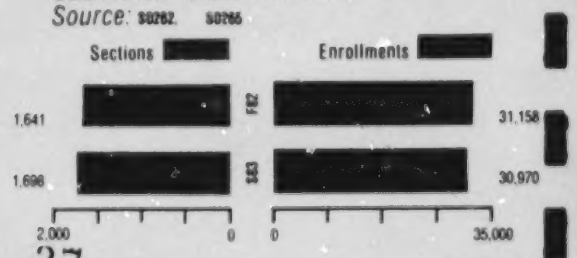
METHOD OF INSTRUCTION BY TERM

Source: S0265



SECTIONS/ENROLLMENTS

Source: S0262, S0265



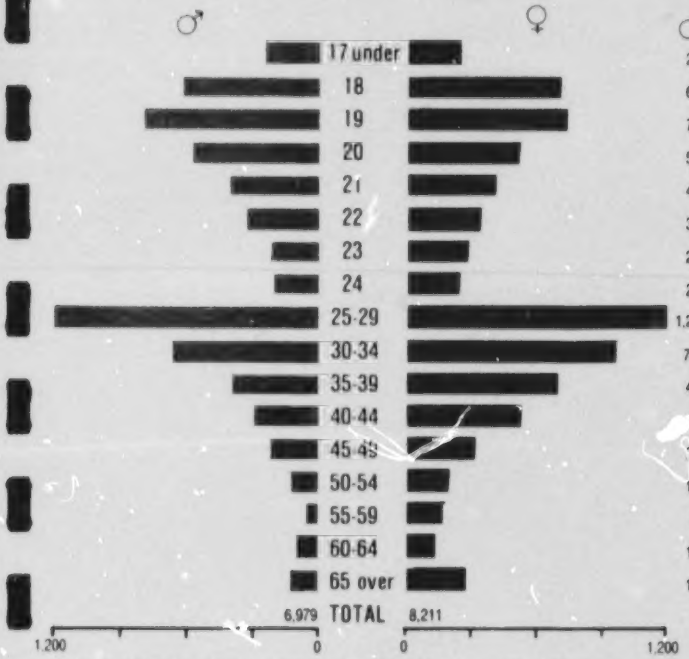
FACILITIES

Source: S0263, S0280

STUDENTS

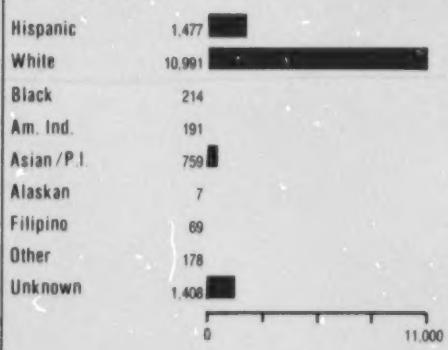
INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) Source: S0281

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

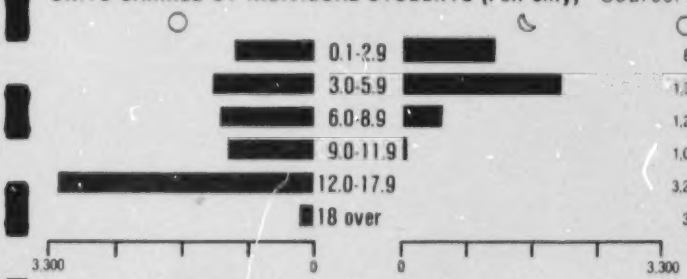


Age	♂	♀	○	☾	TOT	%
17 under	287	245	94	440	534	3.49
18	655	733	1,104	288	1,392	9.10
19	799	757	1,310	258	1,568	10.25
20	579	527	870	242	1,112	7.27
21	415	400	576	241	817	5.34
22	324	318	409	238	647	4.23
23	242	260	295	208	503	3.29
24	244	249	270	225	495	3.24
25-29	1,207	1,247	1,294	1,175	2,469	16.14
30-34	784	1,042	893	947	1,840	12.03
35-39	484	743	531	704	1,235	8.08
40-44	99	510	34[illegible]	473	816	5.34
45-49	103	319	181	342	523	3.42
50-54	134	243	112	270	382	2.50
55-59	95	198	83	212	295	1.93
60-64	101	153	58	205	263	1.72
65 over	124	258	68	321	389	2.54

ETHNIC BREAKDOWN (Fall only)
Source: S0281

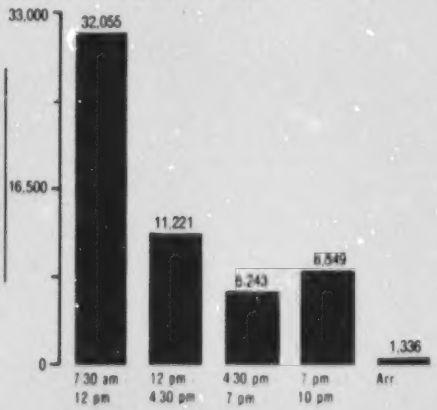


UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only) Source: S0281

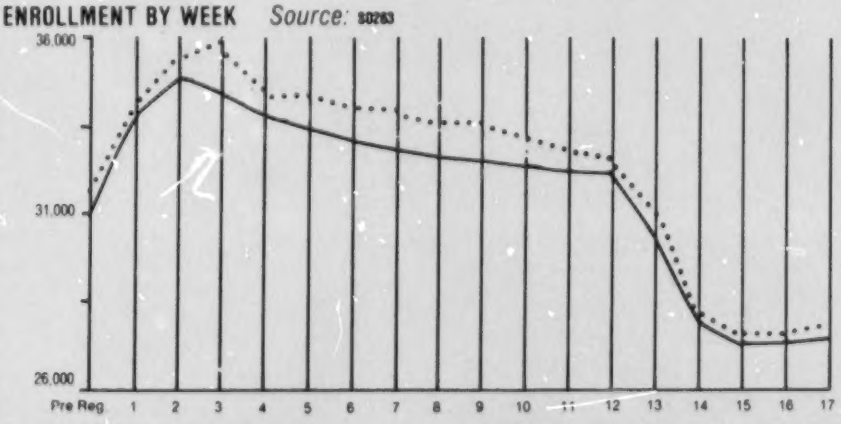


Units	○	%	☾	%	TOT	%
0.1-2.9	897	10.98	1,218	32.04	2,115	17.67
3.0-5.9	1,309	16.02	1,912	50.30	3,221	26.91
6.0-8.9	1,208	14.79	459	12.08	1,667	13.93
9.0-11.9	1,095	13.40	161	4.24	1,256	10.49
12.0-17.9	3,275	40.09	50	1.32	3,325	27.78
18 over	386	4.72	1	.03	387	3.23

ENROLLMENTS BY TIME OF DAY (Total Year) Source: S0266



ENROLLMENT BY WEEK Source: S0263



TOTAL INDIVIDUALS ENROLLED
Source: S0281

Fall 15,294

Spring 16,176

Modesto Junior College offers a comprehensive Administration of Justice program. The curriculum is concerned with basic knowledge and skills encompassing the criminal justice area.

The two year college program is designed to prepare candidates for immediate employment or for transfer to a four-year college offering a major in one of the criminal justice fields. Successful completion of the requirements will lead to the Associate in Arts degree or the Associate in Science degree. Classes are offered both day and evening.

The college cooperates with the Administration of Justice Education Advisory Committee and the Regional Criminal Justice Training Center Advisory Committee.

The division also offers a fire science program which enables students to earn a certificate of achievement or the Associate in Science degree. Fire Science classes are scheduled mainly in the evening and are designed to provide entry level and advancement training in a variety of assignments. In this endeavor the college also cooperates with the Fire Science Advisory Committee.

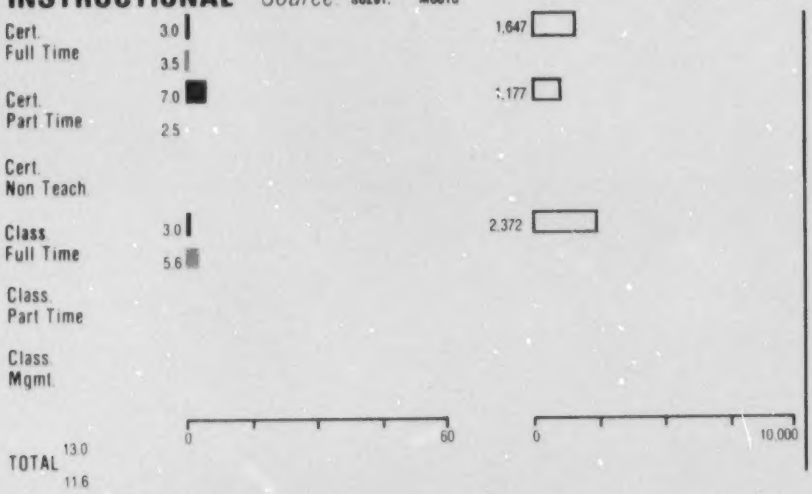
Housed on the Modesto Junior College West Site, the Regional Criminal Justice Training Center coordinates and offers training involving the entire criminal justice spectrum.

STAFF

INDIVIDUAL FTE WSCH

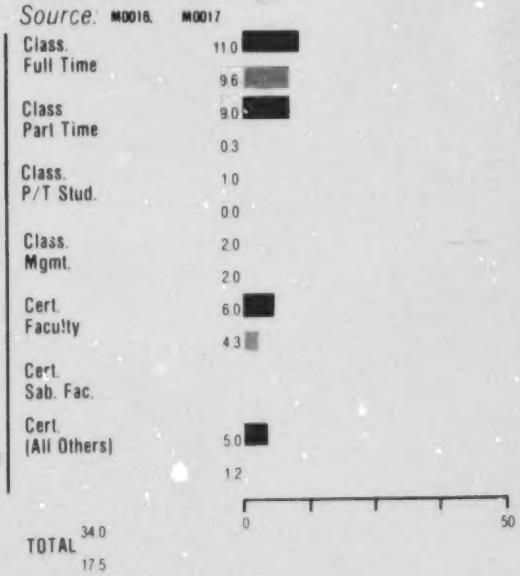
INSTRUCTIONAL

Source: S0291, M0015



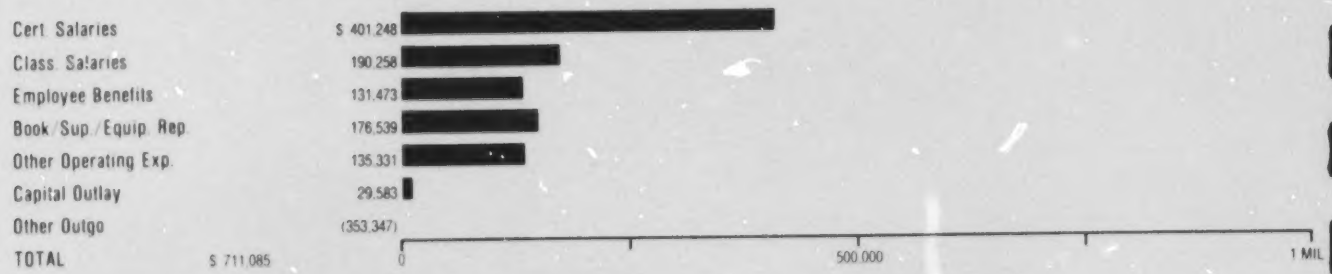
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

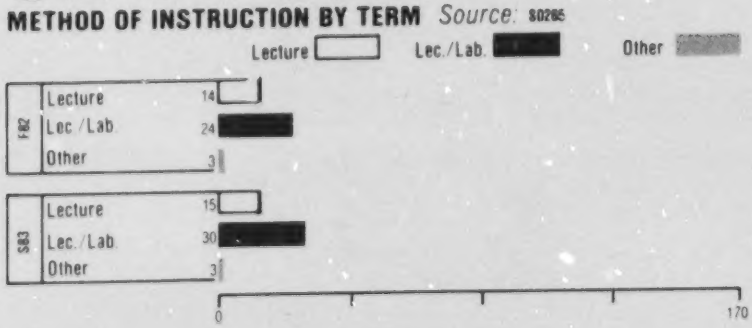
Source: M0010



SERVICES

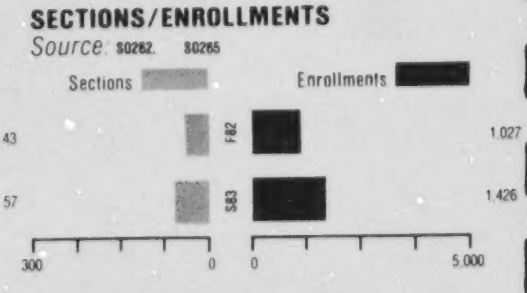
METHOD OF INSTRUCTION BY TERM

Source: S0265



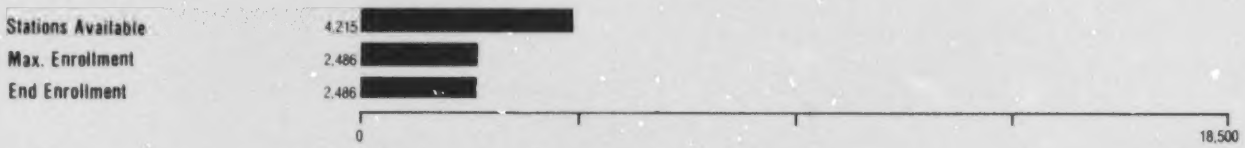
SECTIONS/ENROLLMENTS

Source: S0262, S0265



FACILITIES

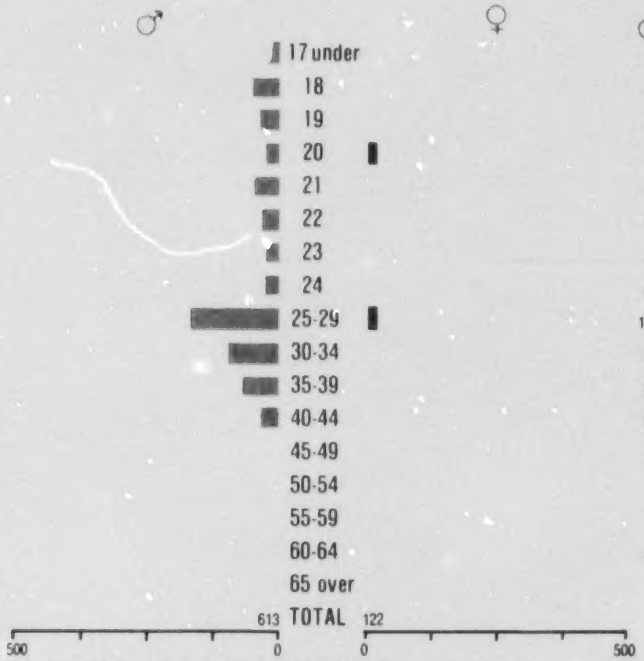
Source: S0263, S0280



STUDENTS

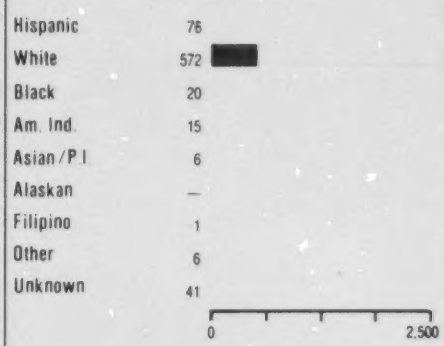
INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) Source: S0281

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

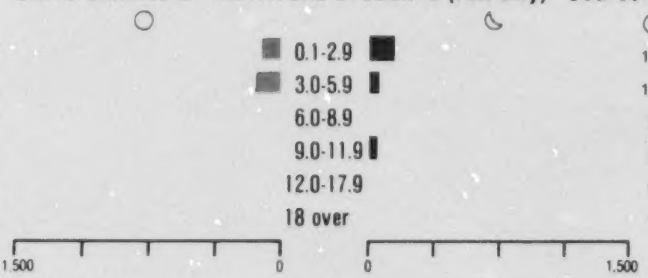


Age	♂ ○	♀ ○	♂ ☾	♀ ☾	TOT	%
17 under	16	3	3	16	19	2.58
18	47	12	49	10	59	8.01
19	40	13	39	14	53	7.19
20	36	16	34	18	52	7.06
21	43	7	29	21	50	6.78
22	38	6	25	19	44	5.97
23	32	5	18	19	37	5.02
24	23	1	13	11	24	3.26
25-29	141	30	92	80	172	23.34
30-34	93	14	65	43	108	14.65
35-39	51	12	45	18	63	8.55
40-44	30	1	23	8	31	4.21
45-49	12	2	11	3	14	1.90
50-54	7	—	4	3	7	.95
55-59	2	—	1	1	2	.27
60-64	—	—	—	—	—	—
65 over	1	—	1	—	1	.14

ETHNIC BREAKDOWN (Fall only)
Source: S0281

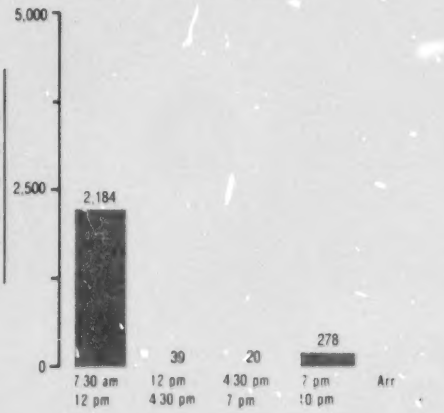


UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only) Source: S0281

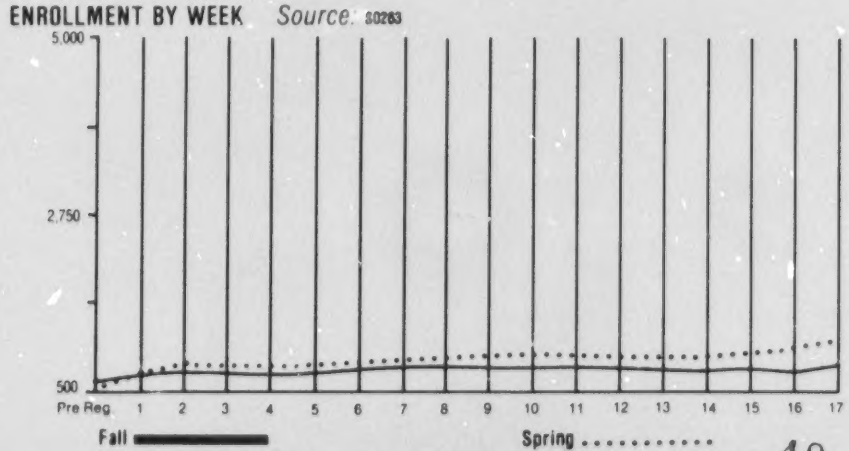


Units	○	%	☾	%	TOT	%
0.1-2.9	134	29.65	126	44.21	260	35.28
3.0-5.9	141	31.19	70	24.56	211	28.63
6.0-8.9	34	7.52	16	5.61	50	6.78
9.0-11.9	30	6.64	67	23.51	97	13.16
12.0-17.9	94	20.80	6	2.11	100	13.57
18 over	19	4.20	—	—	19	2.58

ENROLLMENTS BY TIME OF DAY (Total Year) Source: S0266



ENROLLMENT BY WEEK Source: S0263



TOTAL INDIVIDUALS ENROLLED
Source: S0281

Fall 737

Spring 1,068

Offerings in the Agriculture and Biological Sciences division are designed to meet the needs of transfer students, non-transfer students, and community residents who desire general education courses.

The major disciplines within the division include agricultural economics, agricultural mechanics, anatomy and physiology, animal science, bacteriology and microbiology, biology, botany, food processing, general and vocational agriculture, natural resources, ornamental horticulture plant science, and zoology. All majors must complete a program of courses approved by the division. Division advisers will assist students in the selection of proper courses.

Agricultural studies play an essential part in filling the world-wide demand for food and fiber. The program of courses offered in agriculture is designed to prepare students for a variety of professions or occupations in agriculture.

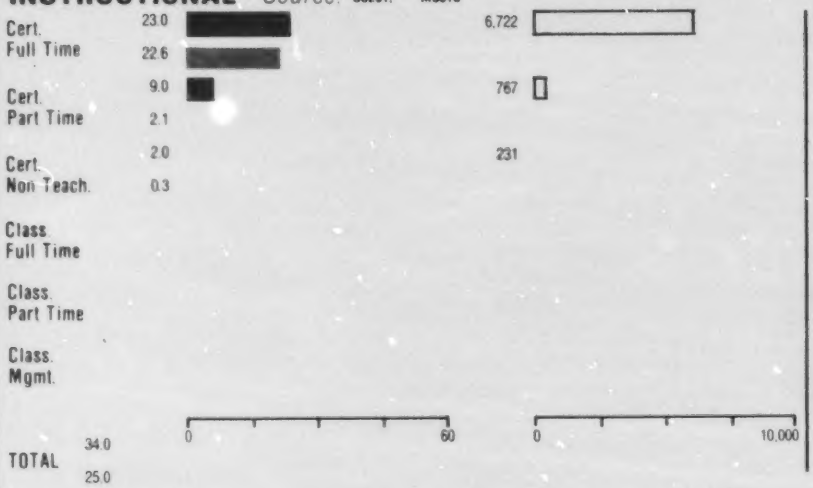
In addition to offering courses leading to the Associate degree in biological science, the division offers courses appropriate for meeting the general education requirements, support courses for health and agriculture sciences and many courses required of majors in biology-related fields.

STAFF

INDIVIDUAL FTE WSCH

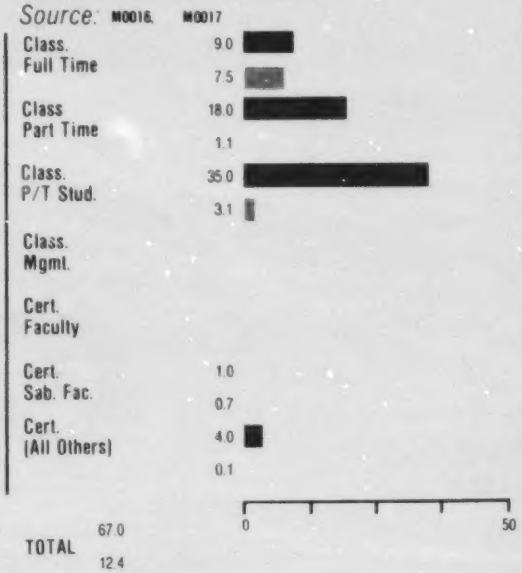
INSTRUCTIONAL

Source: S0291, M0015



NON-INSTRUCTIONAL

Source: M0016, M0017



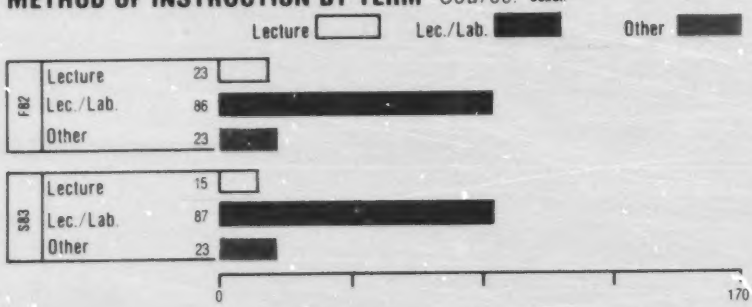
FINANCIAL

Source: M0010

SERVICES

METHOD OF INSTRUCTION BY TERM

Source: S0265

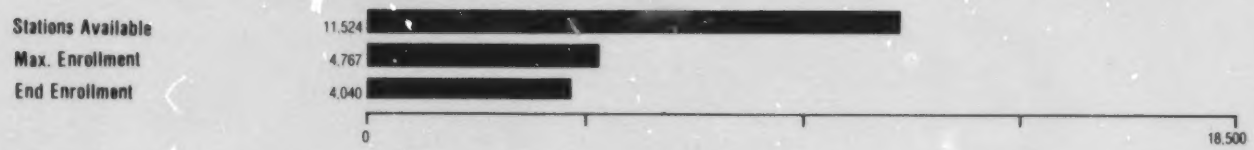


SECTIONS/ENROLLMENTS

Source: S0262, S0265

FACILITIES

Source: S0263, S0280

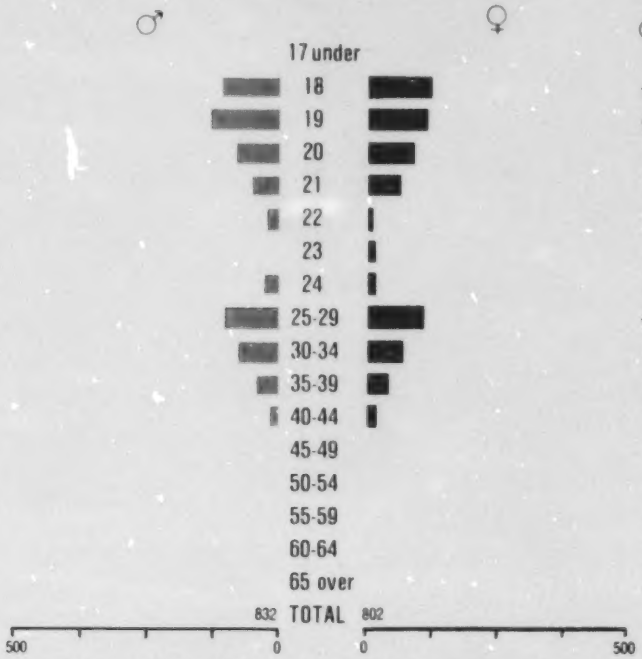


STUDENTS

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

Source: S0281

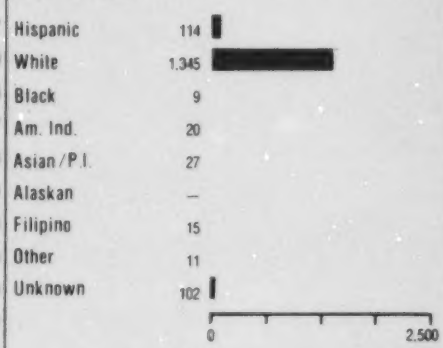
♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total



♂	♀	○	☾	TOT	%
5	6	10	1	11	.67
120	122	237	5	242	14.73
143	120	259	6	265	16.13
85	72	145	13	158	9.62
52	56	101	7	108	6.57
33	24	51	6	57	3.47
17	29	37	9	46	2.80
34	26	49	11	60	3.65
100	116	152	66	218	13.27
76	85	95	67	162	9.86
51	63	55	59	114	6.94
29	34	28	35	63	3.83
21	19	20	20	40	2.43
15	10	7	19	26	1.58
16	9	7	18	25	1.52
19	4	2	22	24	1.46
16	7	3	21	24	1.46

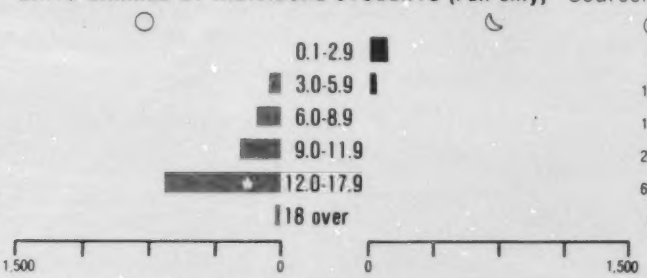
ETHNIC BREAKDOWN (Fall only)

Source: S0281



UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

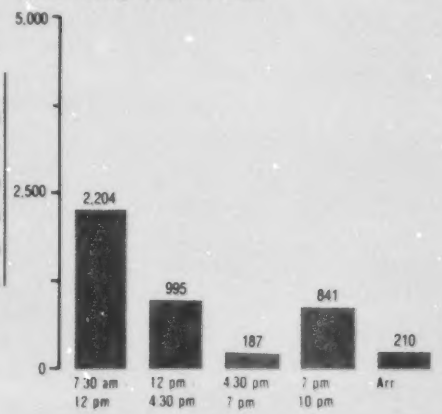
Source: S0281



○	%	☾	%	TOT	%
10	.80	139	51.48	149	9.84
125	10.05	91	33.70	216	14.27
153	12.30	30	11.11	183	12.09
209	16.80	5	1.85	214	14.13
651	52.33	5	1.85	656	43.33
96	7.72	—	—	96	6.34

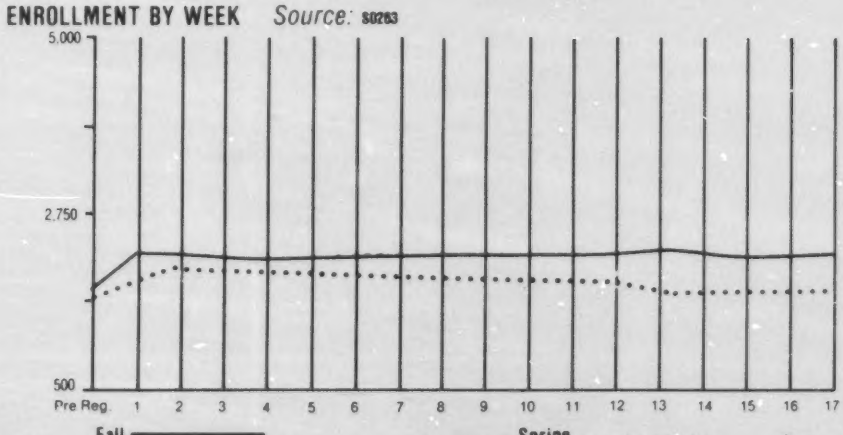
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0266



ENROLLMENT BY WEEK

Source: S0263



TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall 1,643

Spring 1,458

Instruction in the fine and performing arts, the spoken word and the electronic media is the primary concern of the Division of Arts, Humanities and Speech. Courses are offered in the visual arts, music, theater, radio-television, photography, and speech communication. The divisional curriculum comprises over one hundred and eighty courses with both performance-studio and historical-critical studies being offered in each major area.

Instructional facilities include art studios, darkroom, art gallery, music rehearsal/recital facilities, electronic piano lab, low wattage AM radio station, TV and film studio, main stage and cabaret theaters, theatrical scene and costume shop, as well as standard lecture-type rooms.

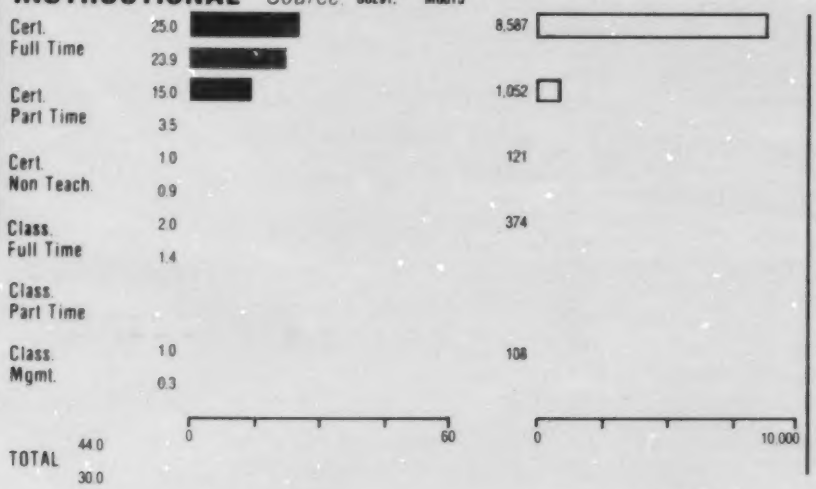
In addition to its teaching emphasis, the division places great value on performance, offering a number of instrumental and vocal ensembles, a full theater schedule, a comprehensive forensics program, and displays in the art gallery featuring the works of both students and professionals.

STAFF

INDIVIDUAL FTE WSCH

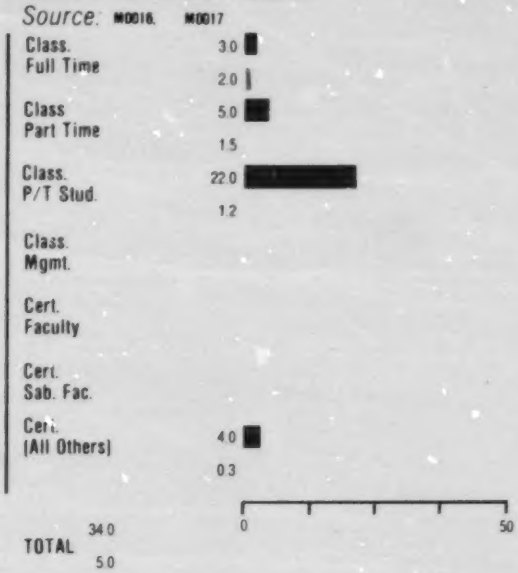
INSTRUCTIONAL

Source: S0291. M0015



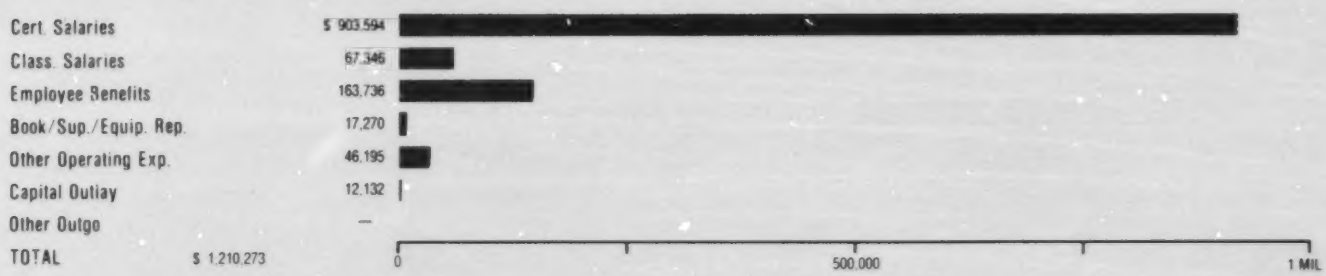
NON-INSTRUCTIONAL

Source: M0016. M0017



FINANCIAL

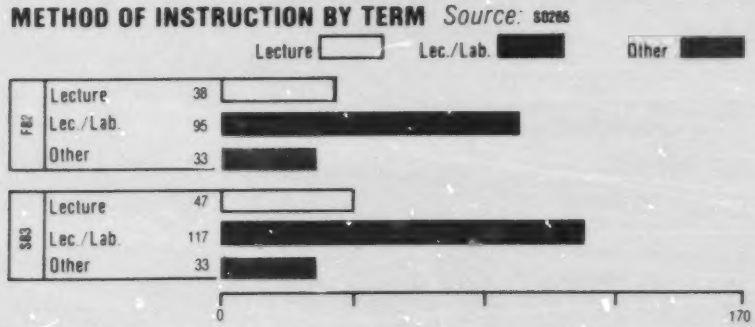
Source: M0010



SERVICES

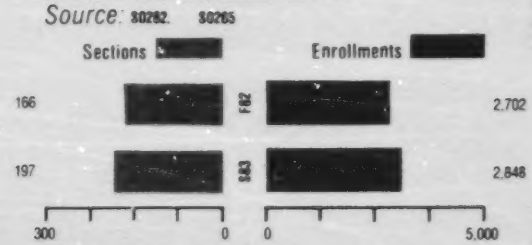
METHOD OF INSTRUCTION BY TERM

Source: S0265



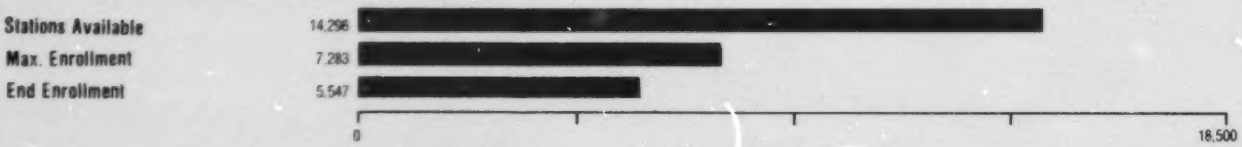
SECTIONS/ENROLLMENTS

Source: S0262. S0265



FACILITIES

Source: S0263, S0280

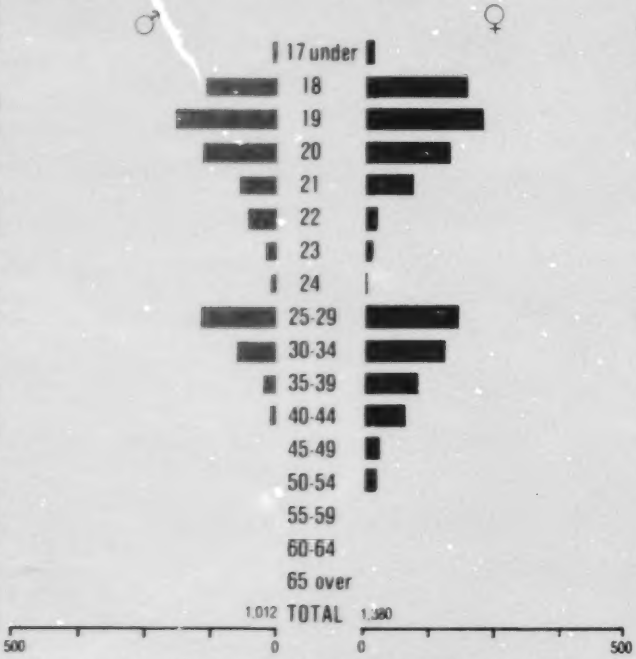


STUDENTS

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

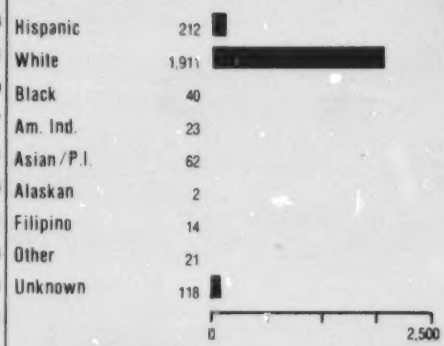
Source: S0281



	♂	♀	○	☾	TOT	%
17 under	16	24	27	13	40	1.66
18	135	200	327	8	335	13.94
19	188	223	405	9	414	17.23
20	137	134	262	10	272	11.32
21	72	86	148	11	159	6.62
22	52	45	83	15	98	4.08
23	27	31	50	8	58	2.41
24	25	29	41	14	55	2.29
25-29	149	152	217	85	302	12.57
30-34	79	138	146	73	219	9.11
35-39	49	90	72	67	139	5.78
40-44	25	80	62	44	106	4.41
45-49	15	41	32	24	56	2.33
50-54	12	37	27	22	49	2.04
55-59	3	26	17	12	29	1.21
60-64	15	21	21	15	36	1.50
65 over	13	21	23	11	34	1.41

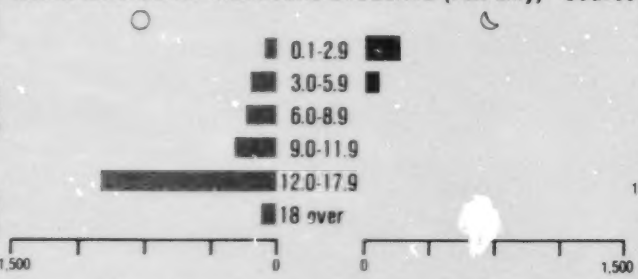
ETHNIC BREAKDOWN (Fall only)

Source: S0281



UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

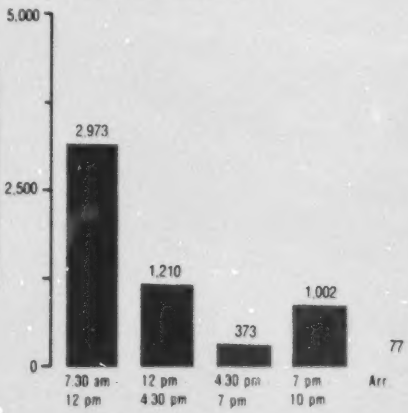
Source: S0281



	○	%	☾	%	TOT	%
0.1-2.9	96	4.89	215	48.75	311	12.94
3.0-5.9	189	9.63	113	25.62	302	12.57
6.0-8.9	198	10.09	70	15.87	268	11.15
9.0-11.9	243	12.39	25	5.67	268	11.15
12.0-17.9	1,074	54.74	17	3.85	1,091	45.40
18 over	162	8.26	1	.23	163	6.78

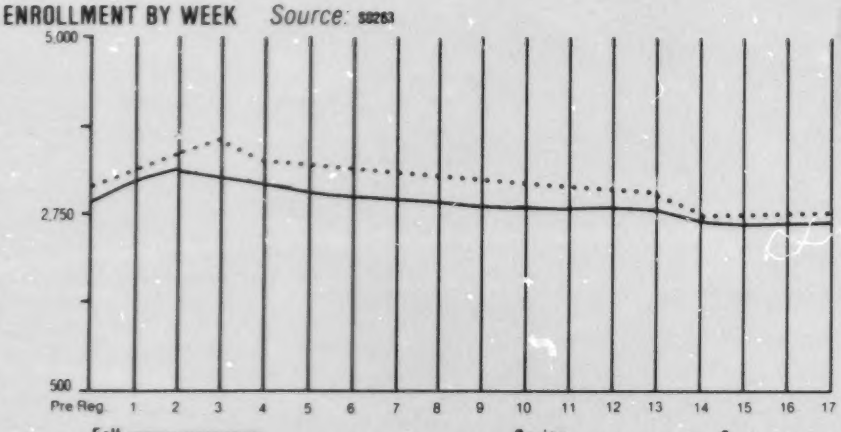
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0280



ENROLLMENT BY WEEK

Source: S0263



TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall 2,403

Spring 2,661

Offerings in the Behavioral and Social Sciences division are designed to meet the needs of transfer students, non-transfer students and community residents who desire general education courses.

The major disciplines within the division include anthropology, economics, geography, gerontology, history, human services, philosophy, political science, psychology and sociology.

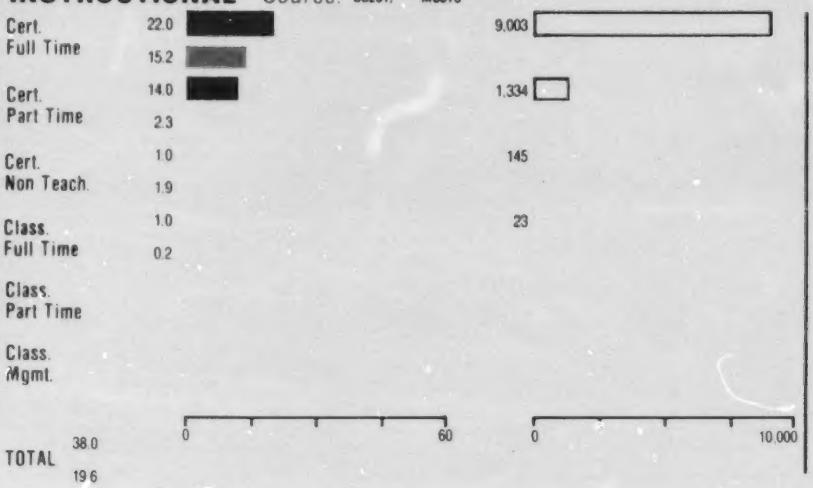
The Associate in Arts degree in the social sciences allows the student transferring to a four-year college or university to choose from a variety of major concentrations. In addition to those mentioned above, these may include community relations, counseling, pre-law, public administration and social welfare.

STAFF

INDIVIDUAL FTE WSCH

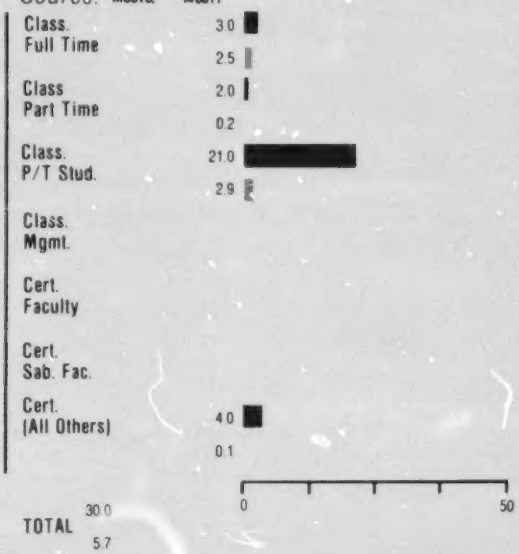
INSTRUCTIONAL

Source: S0291. M0015



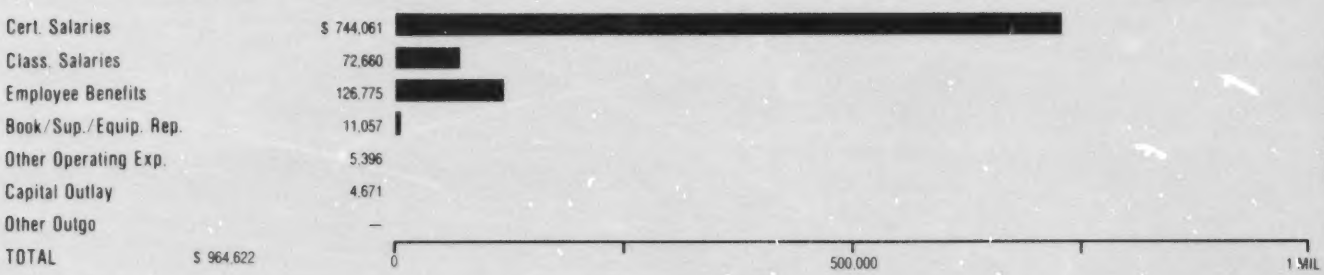
NON-INSTRUCTIONAL

Source: M0016. M0017



FINANCIAL

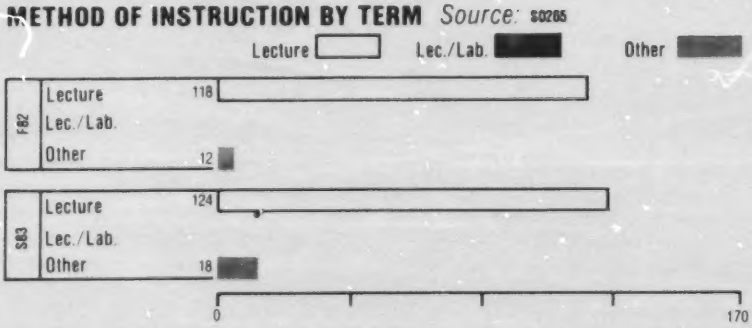
Source: M0010



SERVICES

METHOD OF INSTRUCTION BY TERM

Source: S0265

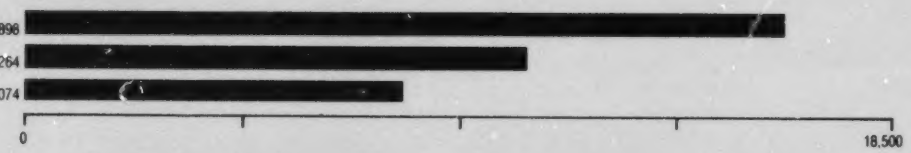


SECTIONS/ENROLLMENTS

Source: S0262. S0265

FACILITIES

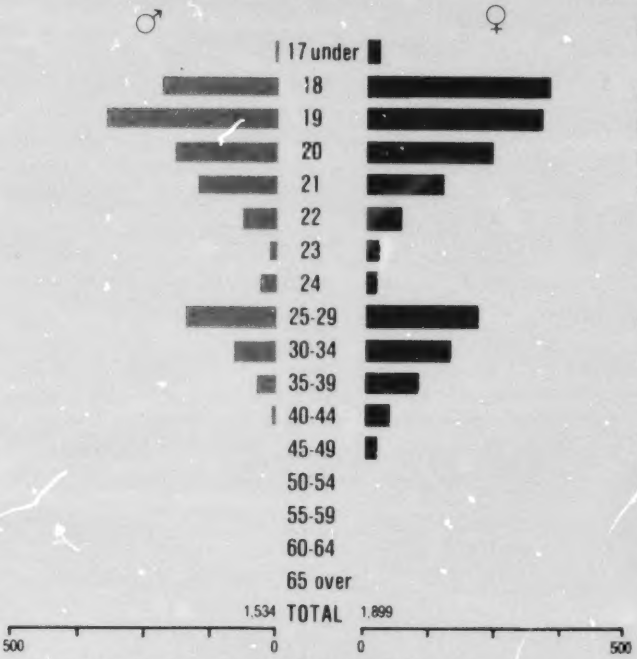
Source: S0263, S0280



STUDENTS

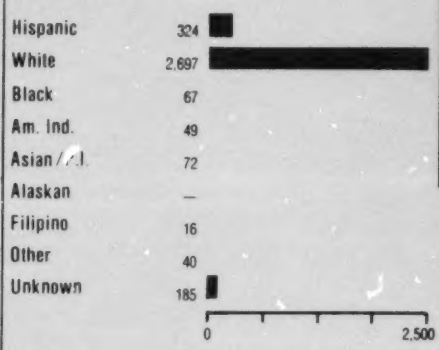
INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) Source: S0281

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

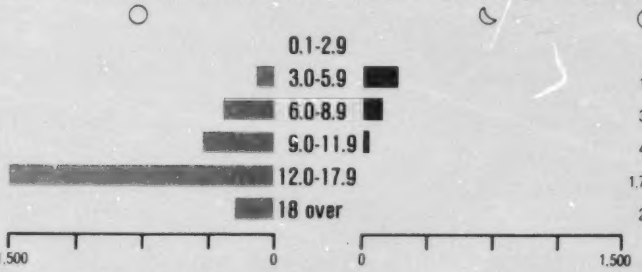


♂	♀	○	☾	TOT	%
14	44	38	21	59	1.71
240	354	564	31	595	17.25
363	343	679	29	708	20.52
219	237	430	29	459	13.30
151	136	258	29	287	8.32
76	80	135	21	156	4.52
43	54	78	19	97	2.81
51	51	74	29	103	2.99
195	212	304	105	409	11.86
88	144	168	66	234	6.78
42	100	90	54	144	4.17
20	64	60	26	86	2.49
12	37	30	19	49	1.42
10	18	11	17	28	.81
2	14	11	6	17	.49
3	2	3	2	5	.14
5	8	9	4	13	.38

ETHNIC BREAKDOWN (Fall only)
Source: S0281

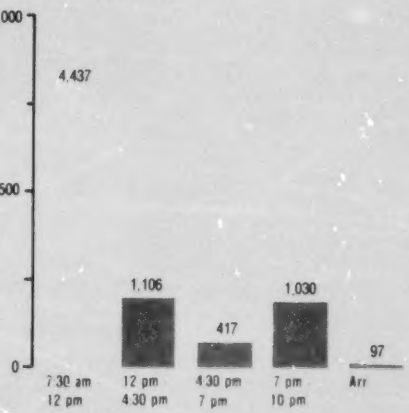


UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only) Source: S0281

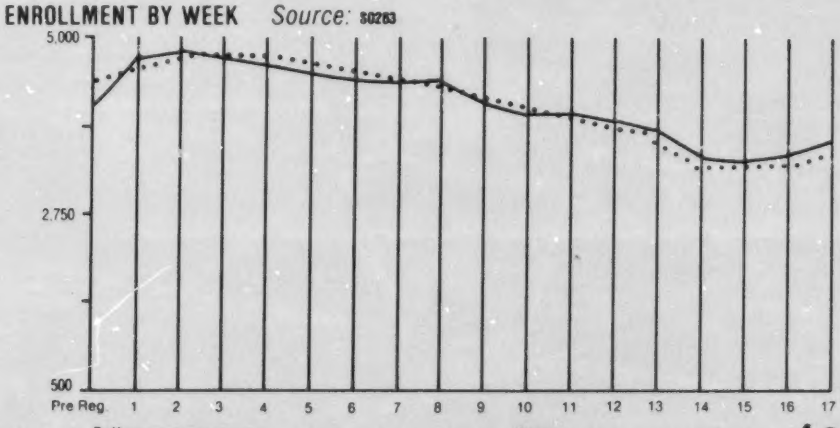


○	%	☾	%	TOT	%
4	.14	24	5.29	28	.83
137	4.67	205	45.15	342	10.09
317	10.80	139	30.62	456	13.46
453	15.44	56	12.33	509	15.02
1,783	60.77	29	6.39	1,812	53.48
240	8.18	1	.22	241	7.11

ENROLLMENTS BY TIME OF DAY (Total Year) Source: S0266



ENROLLMENT BY WEEK Source: S0263



TOTAL INDIVIDUALS ENROLLED
Source: S0281

Fall 3,450

Spring 3,427

The Business division offers courses leading to the Associate in Arts or the Associate in Science degree. Business division degree programs include those in accounting, banking and finance, bookkeeping, business administration, business management, clerical training, computer science, legal secretarial training, marketing/merchandising, secretarial training, and supervisory training. Certificates of Achievement may be earned in banking, professional selling, supervisory training, clerical, secretarial, and word processing.

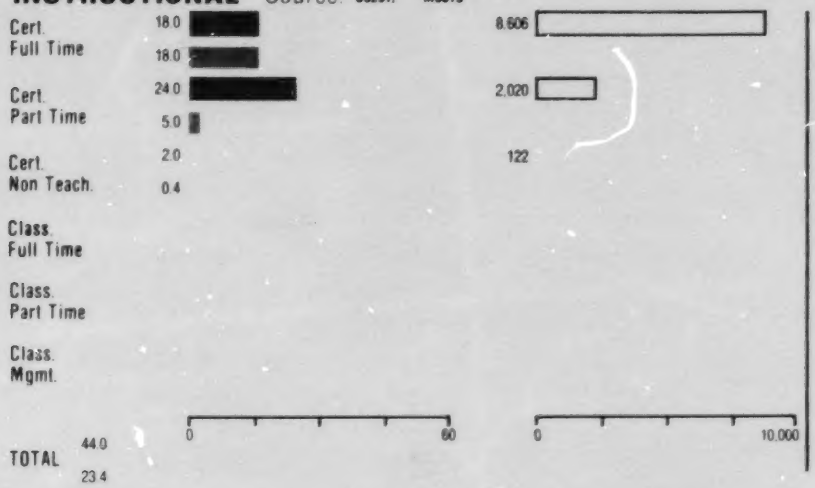
Job training courses prepare students to successfully pursue jobs in the business fields of their choice. Course work is also available for students planning to transfer to a four year institution.

STAFF

INDIVIDUAL FTE WSCH

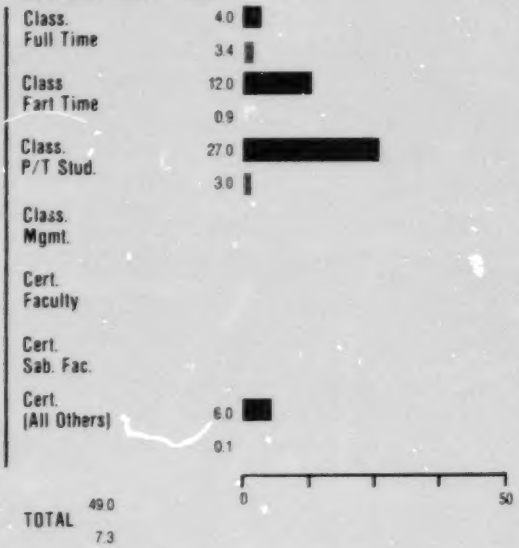
INSTRUCTIONAL

Source: S0291, M0015



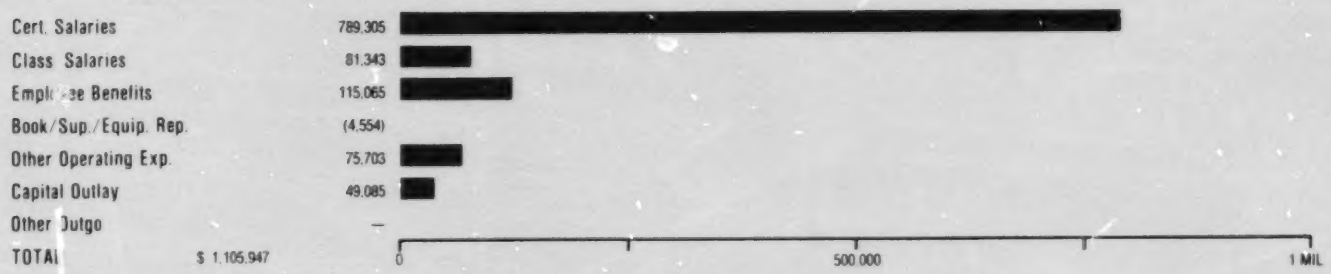
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

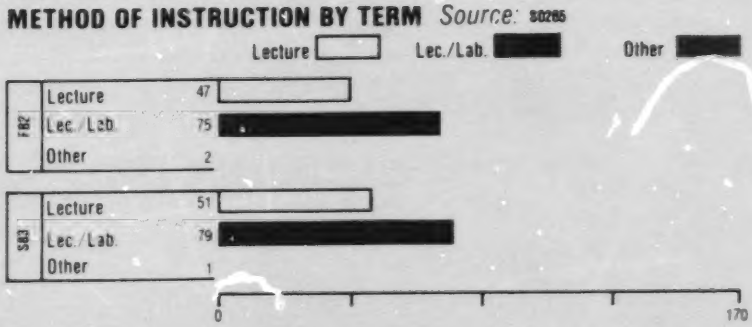
Source: M0010



SERVICES

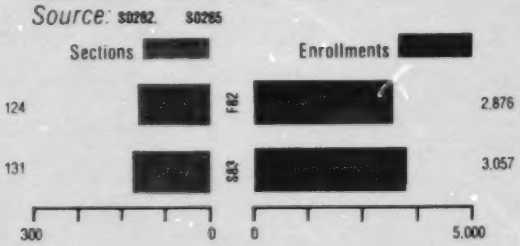
METHOD OF INSTRUCTION BY TERM

Source: S0285



SECTIONS/ENROLLMENTS

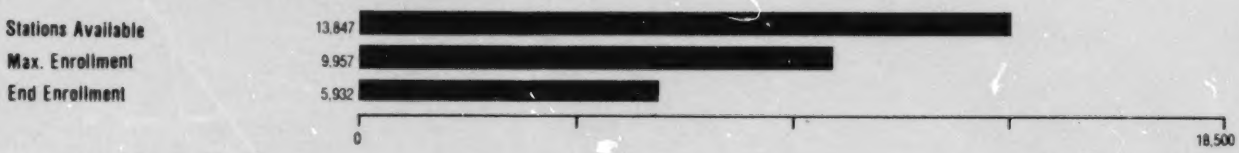
Source: S0282, S0285



17

FACILITIES

Source: S0253, S0280

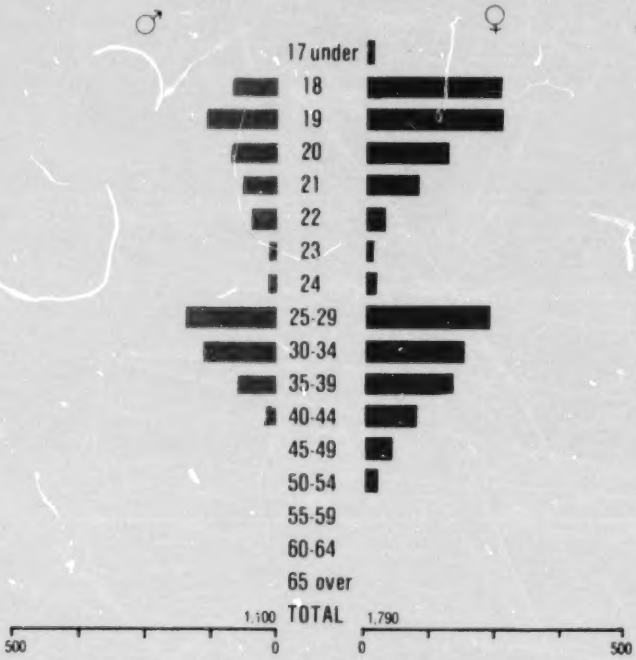


STUDENTS

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

Source: S0281

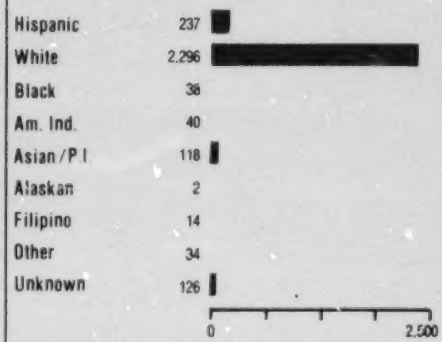
♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total



♂	♀	○	☾	TOT	%
11	33	30	15	45	1.55
105	256	349	14	363	12.50
182	253	394	43	437	15.04
102	133	203	32	235	8.09
85	107	155	37	192	6.61
58	65	98	25	123	4.23
34	49	54	29	83	2.86
33	60	58	36	94	3.24
182	245	257	174	431	14.84
130	183	165	150	315	10.84
75	168	118	125	243	8.36
43	107	64	88	152	5.23
24	61	38	47	85	2.93
15	32	18	30	48	1.65
12	23	16	19	35	1.20
5	8	7	6	13	.45
3	3	3	3	6	.21

ETHNIC BREAKDOWN (Fall only)

Source: S0281



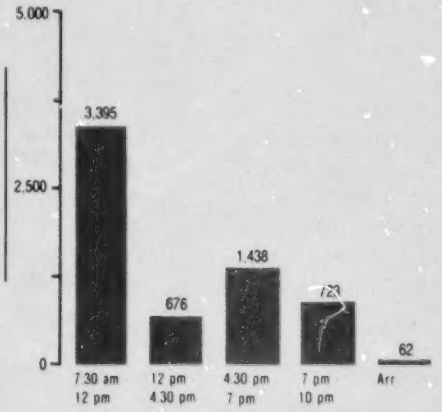
UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

Source: S0281

○	%	☾	%	TOT	%
42	2.07	98	11.20	140	4.82
260	12.81	582	66.51	842	28.98
287	14.14	148	16.91	435	14.97
304	14.98	27	3.09	331	11.39
992	48.87	19	2.17	1,011	34.80
145	7.14	1	.11	146	5.03

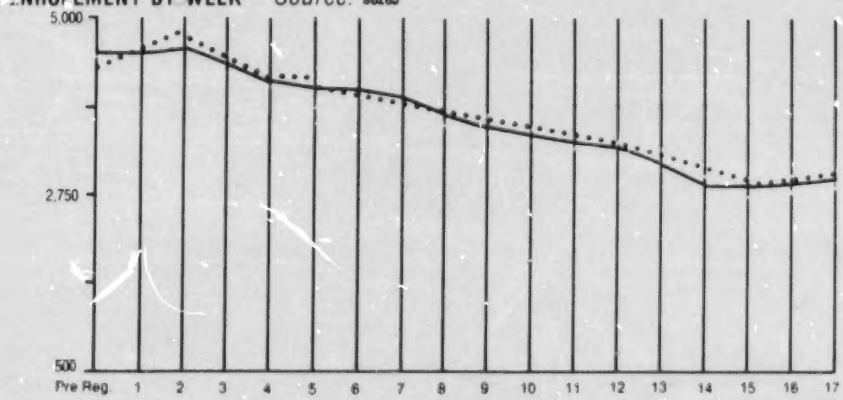
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0266



ENROLLMENT BY WEEK

Source: S0263



TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall 2,905

Spring 3,134

Offerings in the Engineering, Mathematics and Physical Sciences division are designed to meet the needs of transfer students, non-transfer students and community residents who desire general education courses or vocational courses.

The major disciplines within the division include architecture, astronomy, chemistry, earth science, physical science, and physics.

The A.S. degree is offered in architecture, engineering, engineering technology, drafting technology, physical sciences, water treatment and quality control; the A.A. is offered in mathematics and science.

The division offers courses designed for:

1. The student whose goal is a professional degree in architecture astronomy, chemistry, computer science, engineering, geology, mathematics, meteorology, oceanography, physics, and statistics.

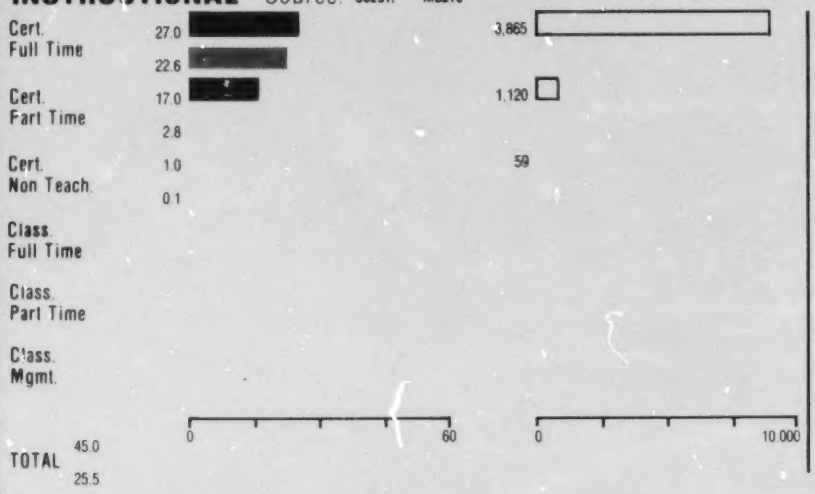
2. The student who is interested in the more practical aspects of engineering and wishes either to transfer to a four-year Engineering Technology or a four-year Industrial Technology Program or to obtain a position in private industry or one of the state or federal agencies after two years of study. Students following this program may choose to work as an engineering technician after graduation from Modesto Junior College.

STAFF

INDIVIDUAL FTE WSCH

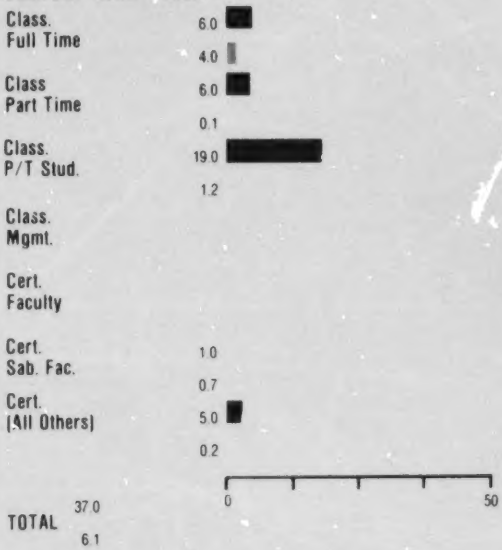
INSTRUCTIONAL

Source: S0291, M0015



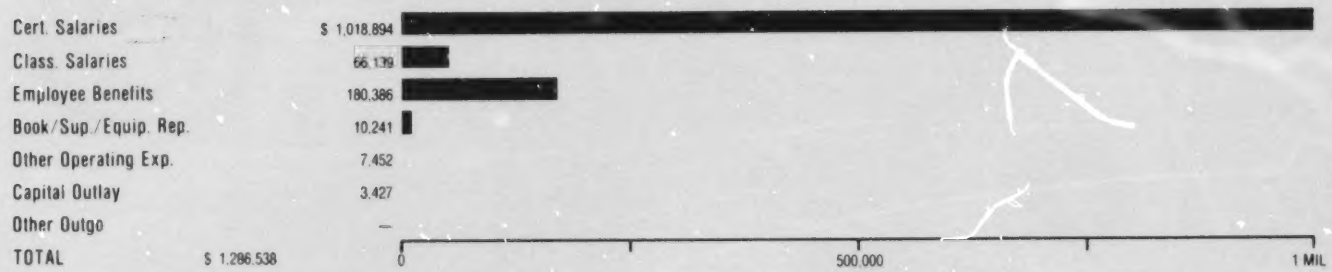
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

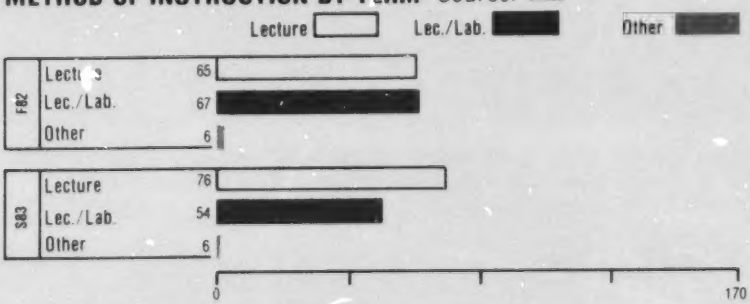
Source: M0010



SERVICES

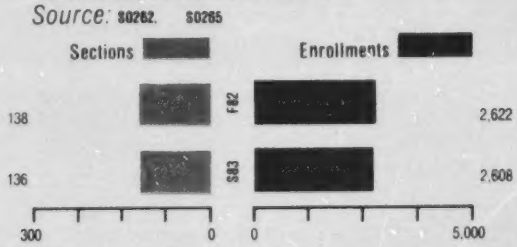
METHOD OF INSTRUCTION BY TERM

Source: S0265



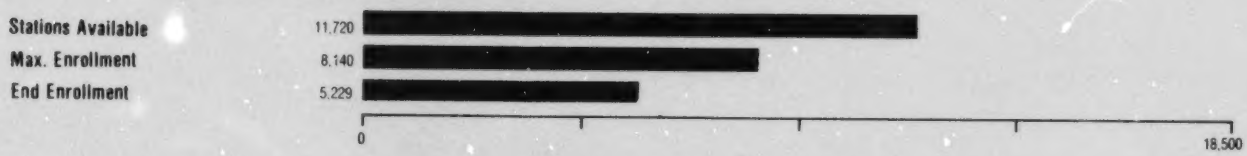
SECTIONS/ENROLLMENTS

Source: S0262, S0265



FACILITIES

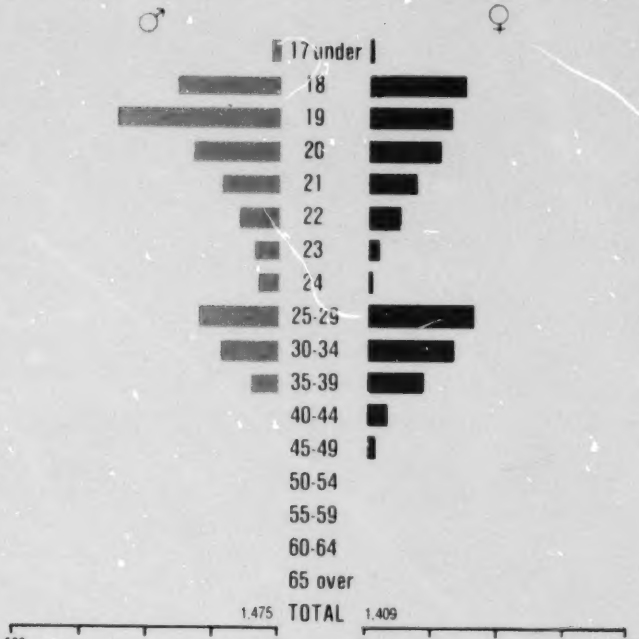
Source: S0263, S0280



STUDENTS

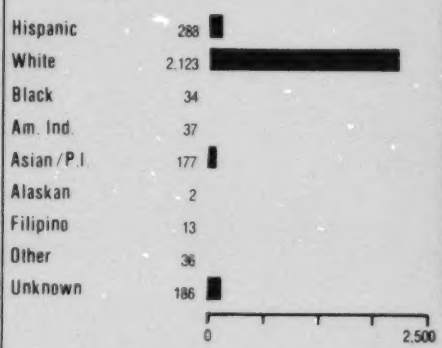
INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) Source: S0281

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

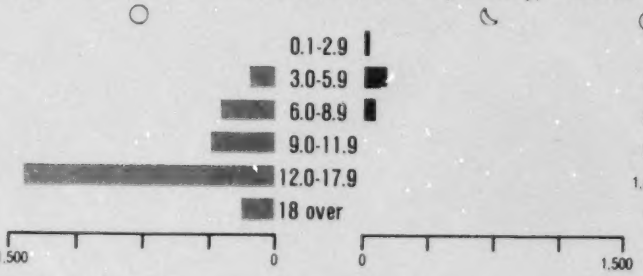


♂	♀	○	☾	TOT	%
27	26	37	16	53	1.83
222	229	415	37	452	15.61
315	216	511	21	532	18.37
192	164	340	18	358	12.36
119	95	199	15	214	7.39
81	63	131	15	146	5.04
63	44	90	18	108	3.73
60	33	68	26	94	3.25
187	180	292	77	369	12.74
107	147	186	69	255	8.81
58	101	118	41	159	5.49
19	54	48	26	74	2.56
15	34	38	11	49	1.69
5	14	14	5	19	.66
3	3	5	1	6	.21
1	3	2	2	4	.14
1	1	2	—	2	.07

ETHNIC BREAKDOWN (Fall only)
Source: S0281

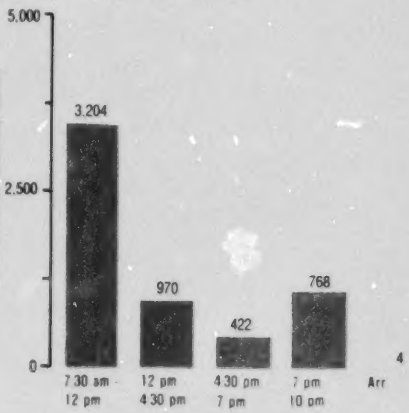


UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only) Source: S0281

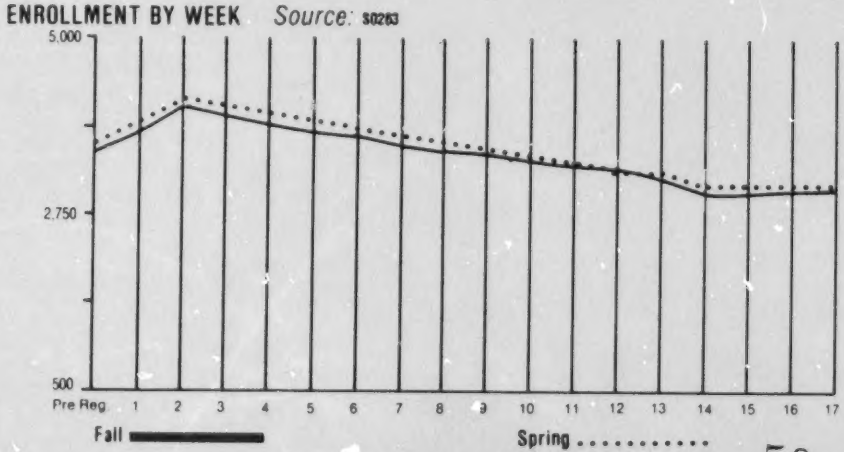


○	%	☾	%	TOT	%
17	69	50	14.53	67	2.39
151	6.14	171	49.71	322	11.48
277	11.26	81	23.55	358	12.76
361	14.67	22	6.40	383	13.65
1,456	59.16	19	5.52	1,475	52.58
199	8.09	1	29	200	7.13

ENROLLMENTS BY TIME OF DAY (Total Year) Source: S0266



ENROLLMENT BY WEEK Source: S0263



TOTAL INDIVIDUALS ENROLLED
Source: S0281

Fall 2,896

Spring 2,927

The Health Occupations division offers study in areas of nursing, dental and medical assisting. Courses prerequisite to admission to nursing programs of other colleges, universities and non-collegiate hospital schools of nursing are offered.

The two-year **Dental Assisting** program leads to an Associate in Science degree. The curriculum is approved by the Council on Dental Education of the American Dental Association.

The two-year **Medical Assisting** program is designed to provide qualified students with specialized preparation for employment in medical offices, clinics and hospitals. This program is accredited by the Council on Medical Education of the American Medical Association in collaboration with the American Association of Medical Assistants.

The two-year **Associate Degree in Nursing** program is designed to prepare qualified students for employment as staff nurses giving direct patient care under supervision of a licensed physician. This program is accredited by the California State Board of Registered Nursing.

The three-semester **Vocational Nursing** program is designed to prepare qualified students for employment as Licensed Vocational Nurses performing services requiring manual skills practiced under the direction of a Registered Nurse or licensed physician.

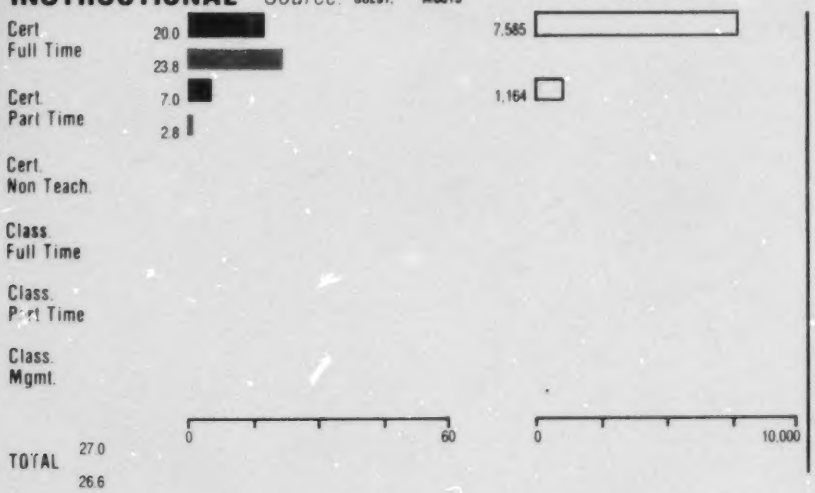
The one-semester **Nurse Aide/Orderly** program is designed to prepare qualified students for employment giving bedside care under the direct supervision of a Licensed Vocational Nurse or Registered Nurse.

STAFF

INDIVIDUAL FTE WSCH

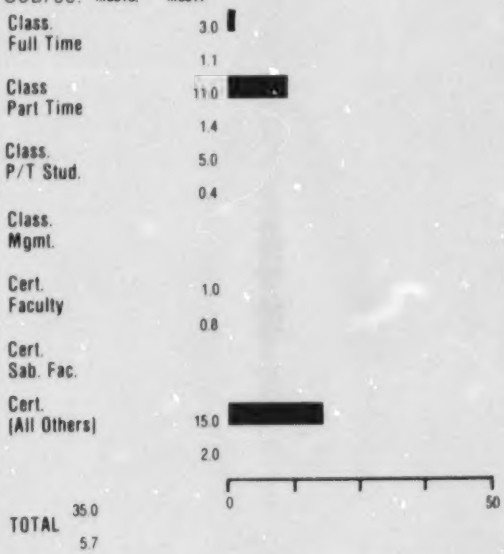
INSTRUCTIONAL

Source: S0291, M0015



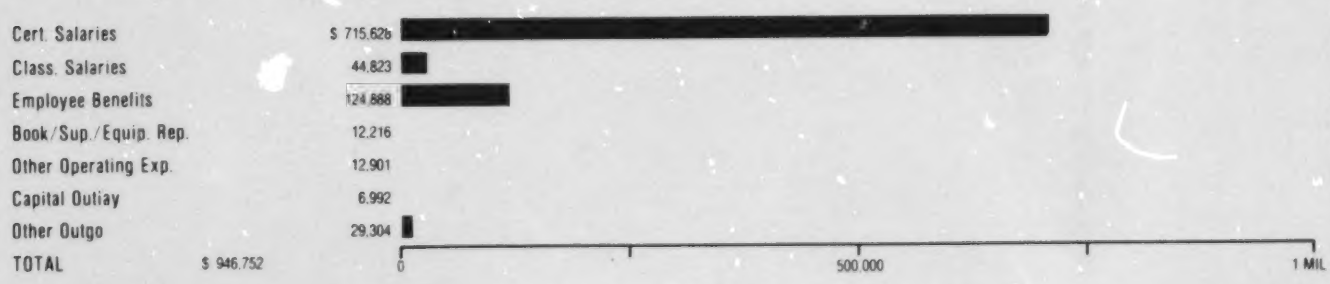
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

Source: M0010

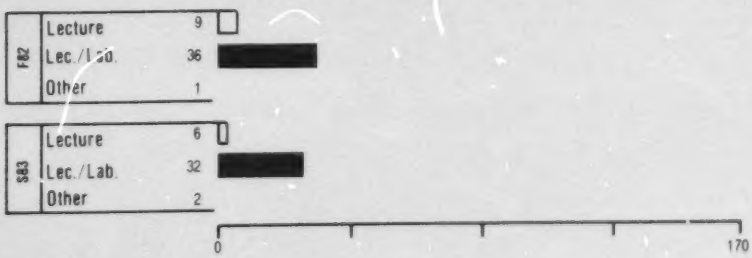


SERVICES

METHOD OF INSTRUCTION BY TERM

Source: S0266

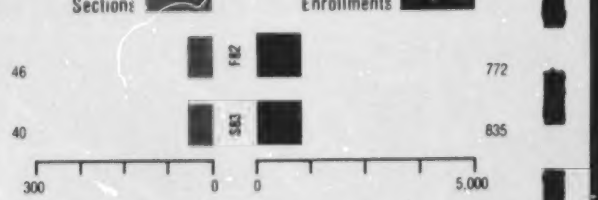
Lecture Lec./Lab. Other



SECTIONS/ENROLLMENTS

Source: S0262, S0265

Sections Enrollments



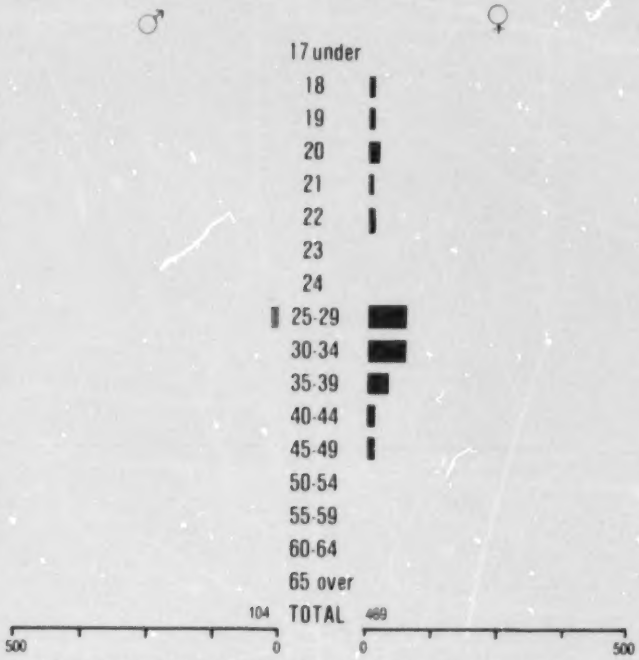
FACILITIES

Source: S0263, S0280

STUDENTS

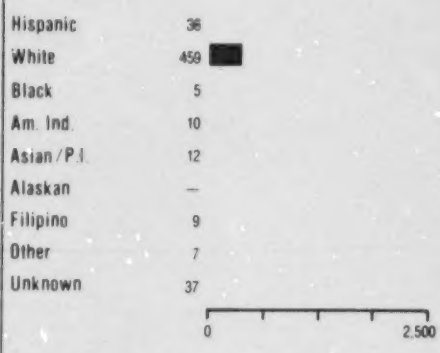
INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) Source: S0281

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

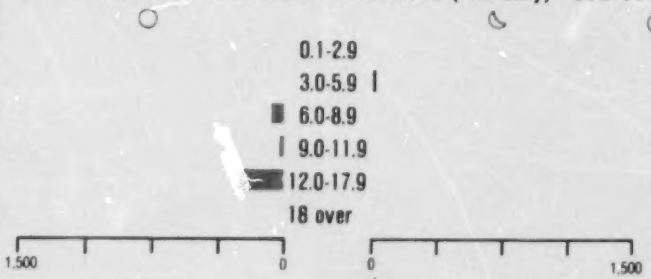


Age	♂	♀	○	☾	TOT	%
17 under	—	—	—	—	—	—
18	2	24	24	2	26	4.52
19	10	29	36	4	40	6.96
20	6	34	37	3	40	6.96
21	5	29	33	1	34	5.91
22	5	27	29	3	32	5.57
23	9	16	22	3	25	4.35
24	8	18	21	5	26	4.52
25-29	28	92	98	23	121	21.04
30-34	13	93	83	23	106	18.43
35-39	10	52	53	9	62	10.78
40-44	6	23	24	5	29	5.04
45-49	2	21	19	4	23	4.00
50-54	—	6	5	1	6	1.04
55-59	—	5	5	—	5	.87
60-64	—	—	—	—	—	—
65 over	—	—	—	—	—	—

ETHNIC BREAKDOWN (Fall only)
Source: S0281

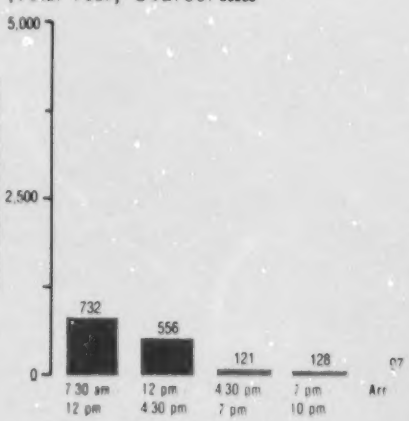


UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only) Source: S0281

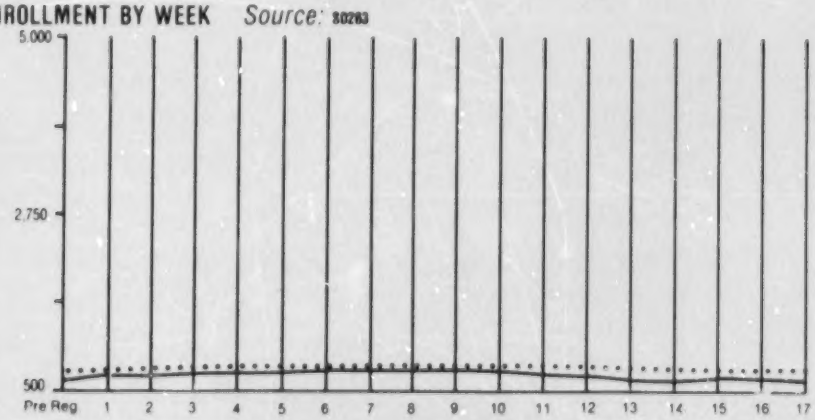


Units	○	%	☾	%	TOT	%
0.1-2.9	3	.61	—	—	3	.52
3.0-5.9	12	2.45	75	87.21	87	15.13
6.0-8.9	92	18.81	9	10.47	101	17.57
9.0-11.9	78	15.95	—	—	78	13.57
12.0-17.9	269	55.01	2	2.33	271	47.13
18 over	35	7.16	—	—	35	6.09

ENROLLMENTS BY TIME OF DAY (Total Year) Source: S0266



ENROLLMENT BY WEEK Source: S0263



TOTAL INDIVIDUALS ENROLLED
Source: S0281

Fall 575

Spring 609

Offerings are designed to meet the needs of vocational and transfer students as well as those who desire specialized courses. In Home Economics, the central focus is on the interests and well being of families and consumers. Areas of specialization are Child Development, Family Life, Foods and Nutrition, Food Service, Fashion Merchandising, Housing and Interiors, and Textiles and Clothing. Completion of lower division courses leading to professional preparation offers opportunities for employment in a wide variety of career fields in education, business, industry, and public service.

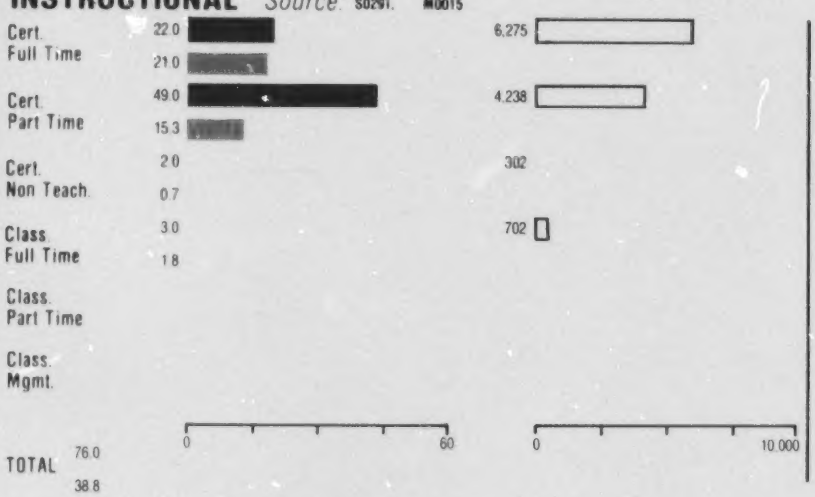
Trade and Technical Education offers vocational training in skilled trades, service occupations, and semi-professional occupations. The main function of the Trade and Technical area is to prepare students for employment, retrain people for new jobs, and upgrade skills. Areas of specialization are Auto Body, Auto Technology, Electronics, Machine Shop, Printing, Welding and Sheet Metal. Courses reflect practices and procedures used in industry.

STAFF

INDIVIDUAL FTE WSCH

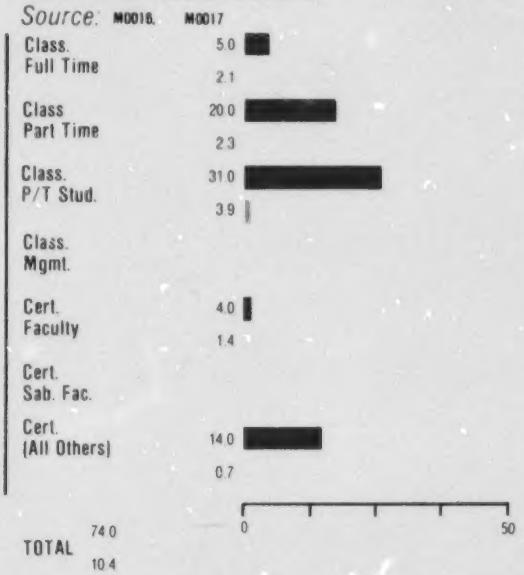
INSTRUCTIONAL

Source: S0291, M0015



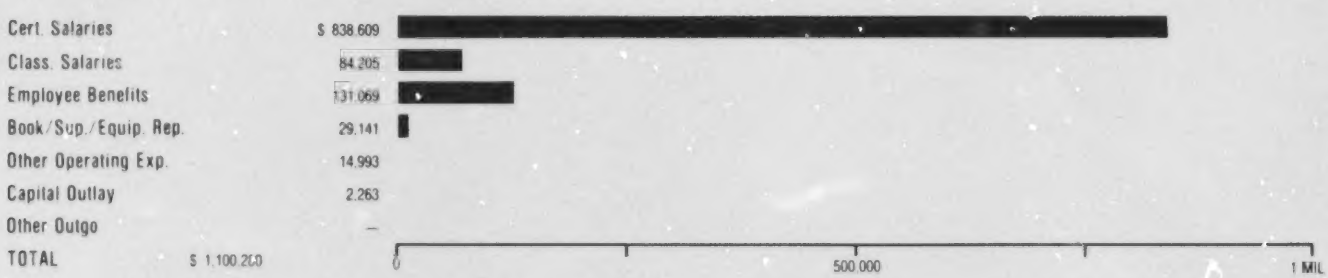
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

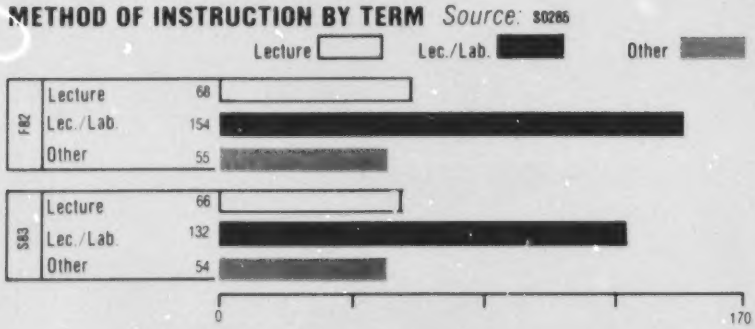
Source: M0010



SERVICES

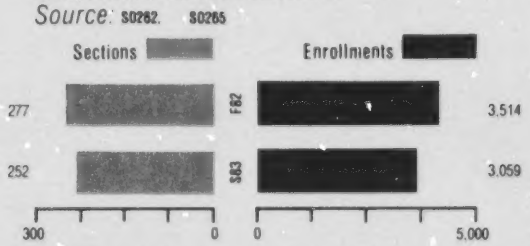
METHOD OF INSTRUCTION BY TERM

Source: S0285



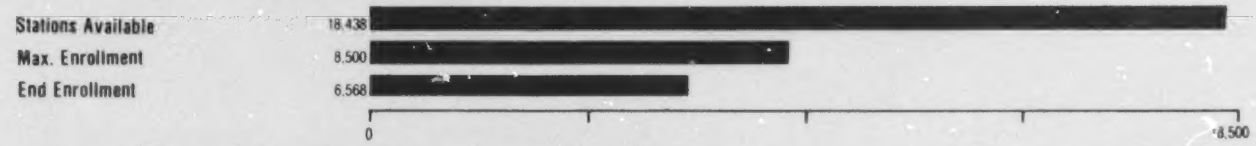
SECTIONS/ENROLLMENTS

Source: S0262, S0265



FACILITIES

Source: S0263, S0280

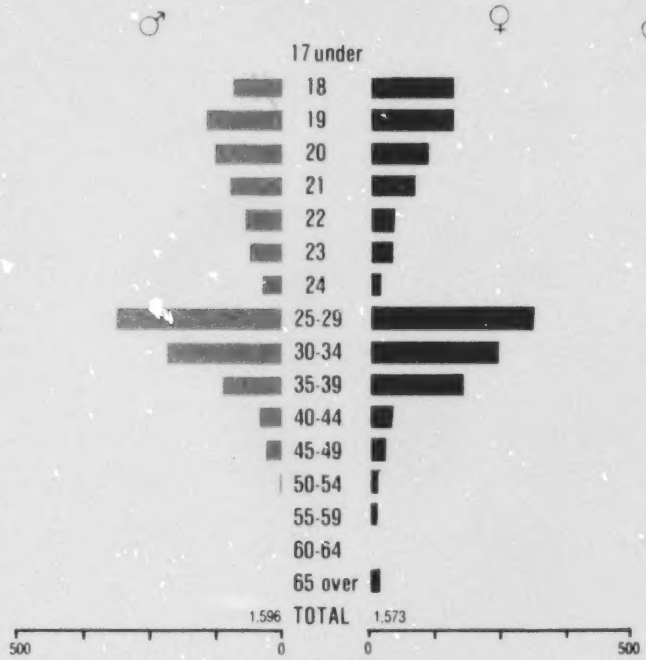


STUDENTS

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

Source: S0281

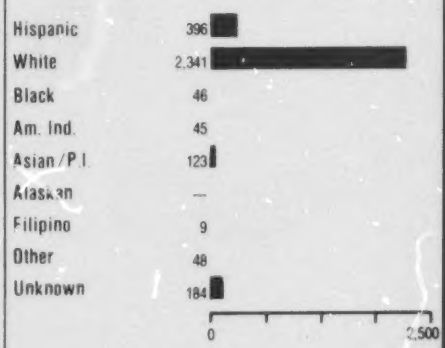
♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total



Age	♂	♀	○	☾	TOT	%
17 under	17	15	15	17	32	1.00
18	102	140	216	28	244	7.64
19	181	144	293	36	329	10.31
20	148	114	221	42	263	8.24
21	95	98	152	42	194	6.08
22	71	63	98	38	136	4.26
23	72	67	99	40	139	4.35
24	61	54	71	44	115	3.60
25-29	353	294	447	202	649	20.33
30-34	225	223	275	176	451	14.13
35-39	116	148	143	125	268	8.40
40-44	64	73	78	60	138	4.32
45-49	46	44	40	50	90	2.82
50-54	19	29	17	32	49	1.54
55-59	10	27	16	21	37	1.16
60-64	10	15	8	18	26	81
65 over	6	24	6	24	30	94

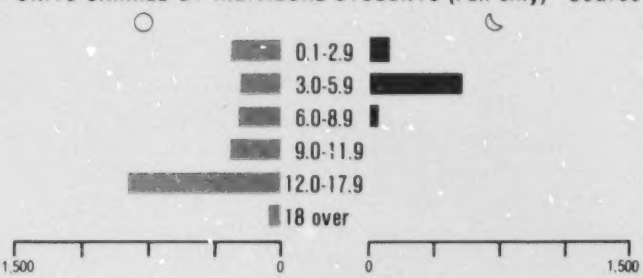
ETHNIC BREAKDOWN (Fall only)

Source: S0281



UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

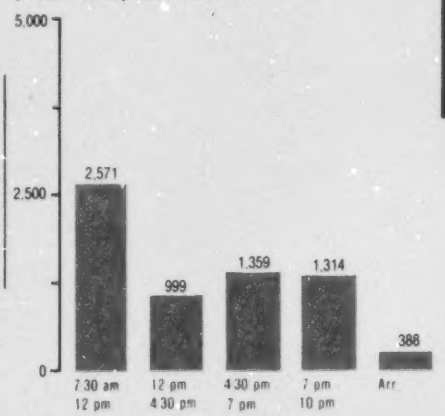
Source: S0281



Units	○	%	☾	%	TOT	%
0.1-2.9	328	15.05	179	19.84	507	16.46
3.0-5.9	265	12.16	526	58.31	791	25.67
6.0-8.9	291	13.35	142	15.74	433	14.05
9.0-11.9	323	14.82	32	3.55	355	11.52
12.0-17.9	853	39.15	23	2.55	876	28.43
18 over	119	5.46	—	—	119	3.86

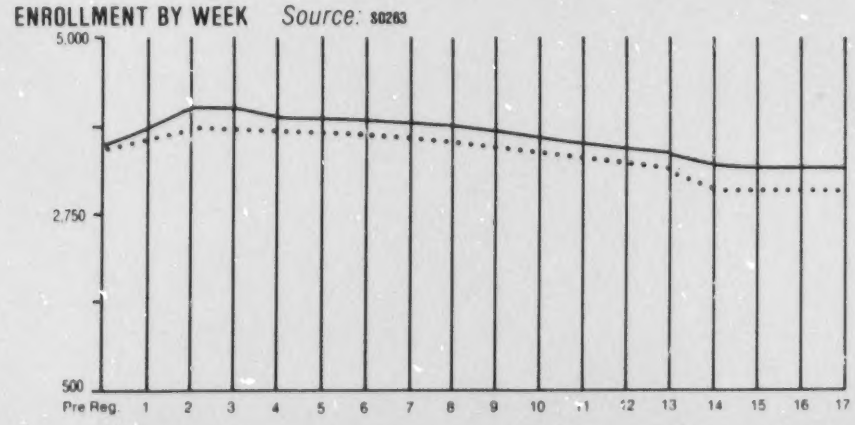
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0266



ENROLLMENT BY WEEK

Source: S0263



TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall 3,192

Spring 2,868

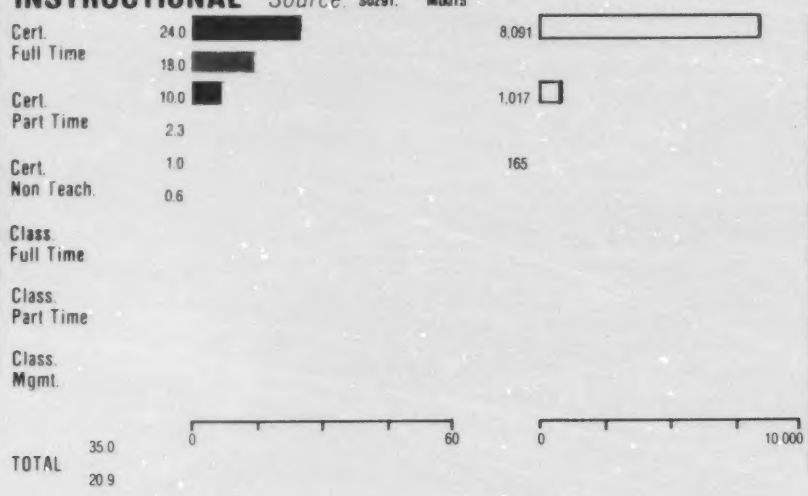
The Literature and Language Arts Division includes instruction in four disciplines: English, English-As-A-Second Language, foreign language, and journalism. Included in the curriculum are courses in literature, creative writing, film appreciation, folklore, conversational foreign language, newswriting, and mass media. A Division-developed placement instrument is used to determine student entry into composition courses. English-As-A-Second Language courses range from preliterate to precomposition (six core levels with six adjunct courses in reading, writing, and spoken English). The Division receives funding for ESL programs from the Department of Social Services (non-credit classes for refugees) and from the State Department of Education (non-credit classes for adults). ESL classes are taught on the east campus, the west campus, and in Riverbank, Hughson, Westley, and at several Modesto sites. The facilities of the Division include three language laboratories and an ESL Center. Instructional programs include non-credit, non-transfer, and transfer courses. The Division co-sponsors an annual Humanities Contest in which cash awards are given to talented students in the categories of poetry, prose fiction, and prose non-fiction.

STAFF

INDIVIDUAL FTE WSCH

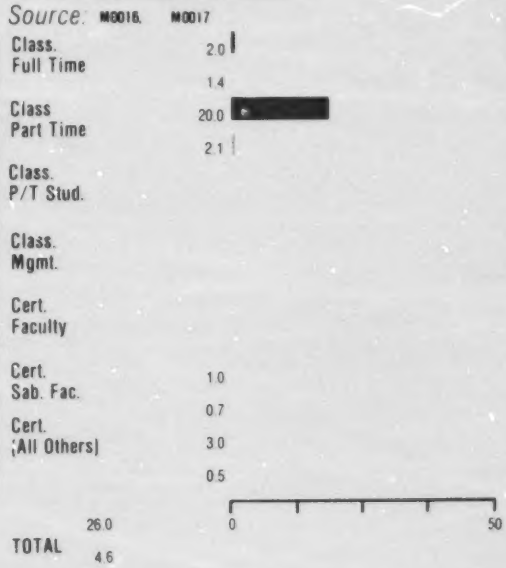
INSTRUCTIONAL

Source: S0291. M0015



NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

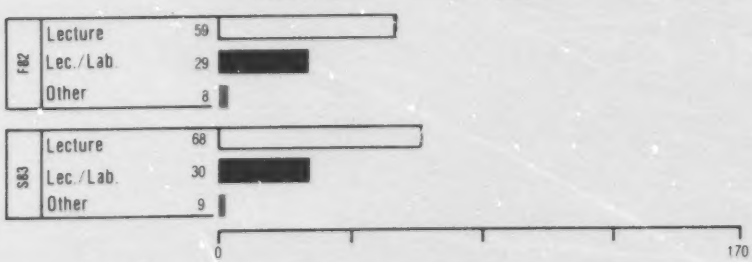
Source: M0010

SERVICES

METHOD OF INSTRUCTION BY TERM

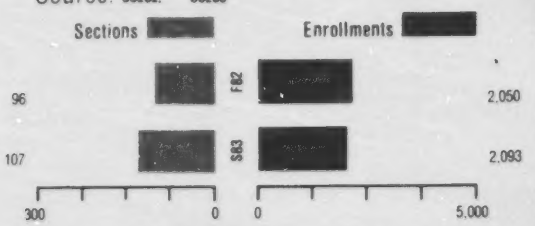
Source: S0265

Lecture Lec./Lab. Other



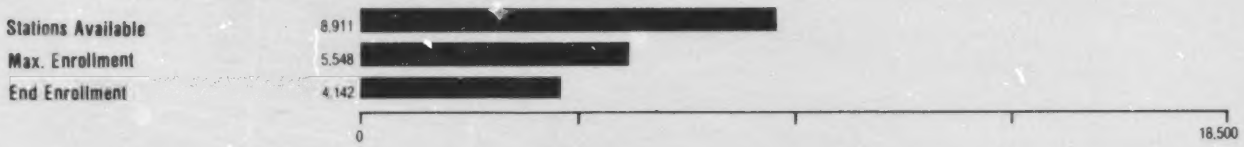
SECTIONS/ENROLLMENTS

Source: S0262, S0265



FACILITIES

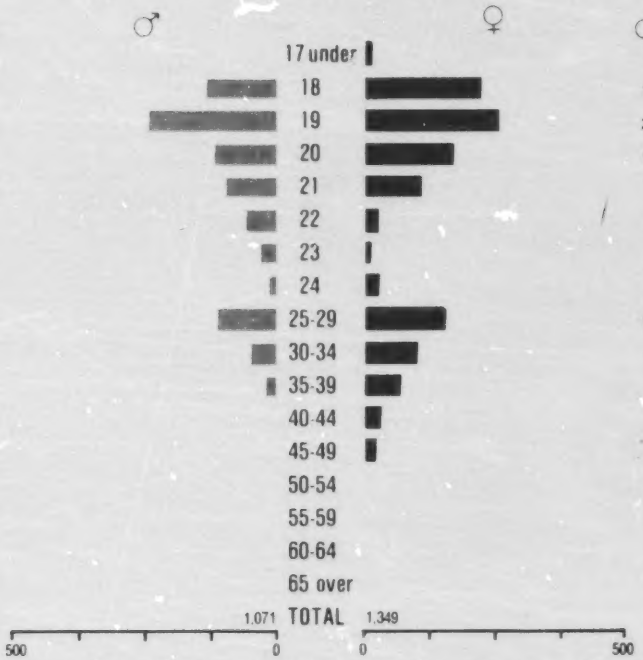
Source: S0263, S0280



STUDENTS

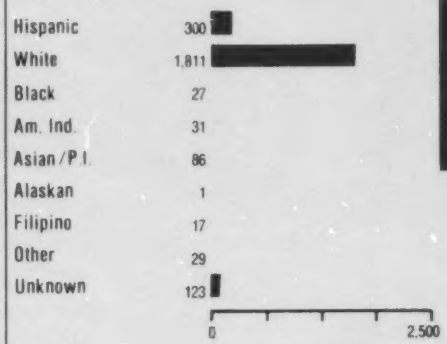
INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) Source: S0281

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

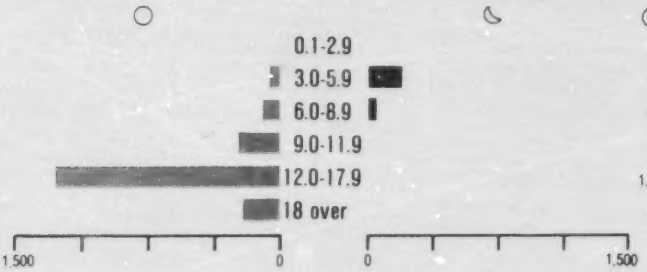


Age	♂	♀	○	☾	TOT	%
17 under	13	24	19	18	37	1.53
18	163	241	398	6	404	16.66
19	267	258	521	5	526	21.69
20	144	155	289	12	301	12.41
21	92	98	176	14	190	7.84
22	61	44	95	11	106	4.37
23	40	34	62	12	74	3.05
24	33	40	59	14	73	3.01
25-29	126	138	207	58	265	10.93
30-34	52	115	128	39	167	6.89
35-39	28	77	67	38	105	4.33
40-44	19	52	40	31	71	2.93
45-49	15	29	24	20	44	1.81
50-54	7	13	12	8	20	82
55-59	6	15	10	11	21	87
60-64	2	6	5	3	8	33
65 over	3	8	5	6	11	45

ETHNIC BREAKDOWN (Fall only)
Source: S0281

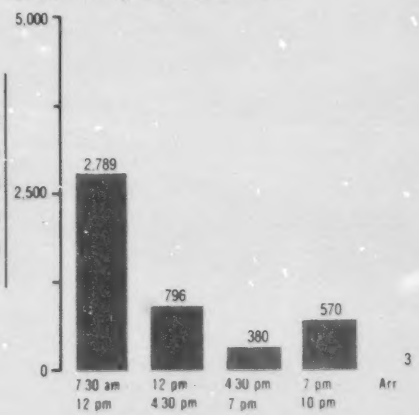


UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only) Source: S0281

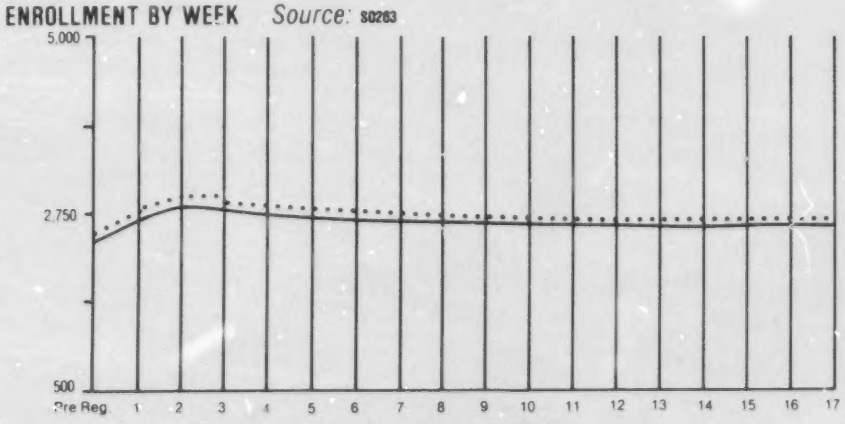


Units	○	%	☾	%	TOT	%
0.1-2.9	2	09	1	33	3	12
3.0-5.9	104	4.91	191	62.42	295	12.16
6.0-8.9	172	8.12	69	22.55	241	9.94
9.0-11.9	287	13.54	35	11.44	322	13.28
12.0-17.9	1,338	63.14	10	3.27	1,348	55.59
18 over	216	10.19	—	—	216	891

ENROLLMENTS BY TIME OF DAY (Total Year) Source: S0286



ENROLLMENT BY WEEK Source: S0263



TOTAL INDIVIDUALS ENROLLED
Source: S0281

Fall 2,425

Spring 2,451

The Physical Education program is based on needs and interests of students. Most activity and theory classes are co-educational, with staff and facilities used interchangeably. In addition to regular physical education activity classes, theory classes for physical education majors are offered in aquatics, dance, gymnastics, and racket sports. Intercollegiate athletics are a part of the physical education department.

The Health Education program is designed to give majors an introduction to the field of health through basic health and safety courses.

The Recreation major is offered for students preparing for leadership, supervisory and administrative positions in public and private recreation agencies.

The division staff feels strongly that each student must have a knowledge of his own body and an increasing awareness of the importance of physical fitness and the many elements of lifestyles that influence health.

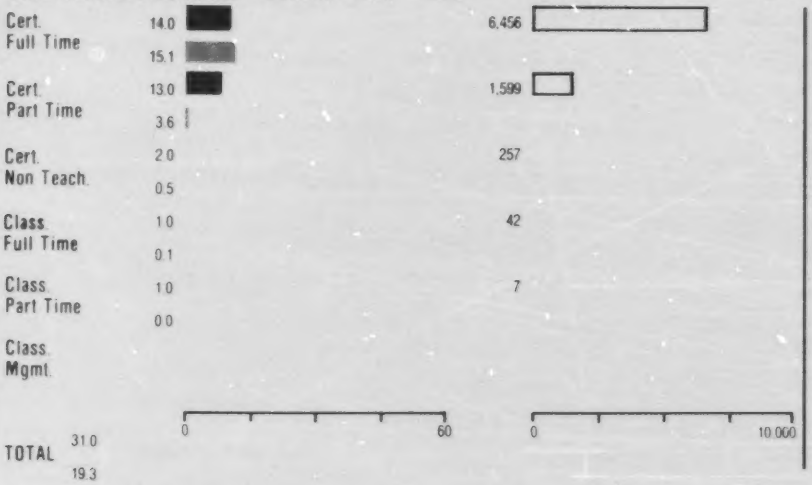
To maintain a broad intercollegiate sports program has always been the goal of the division. This goal requires an expenditure on the part of the college that raises the cost per student average of the division. Because of the exposure offered the school by our athletic program we feel this expenditure is more than justified.

STAFF

INDIVIDUAL FTE WSCH

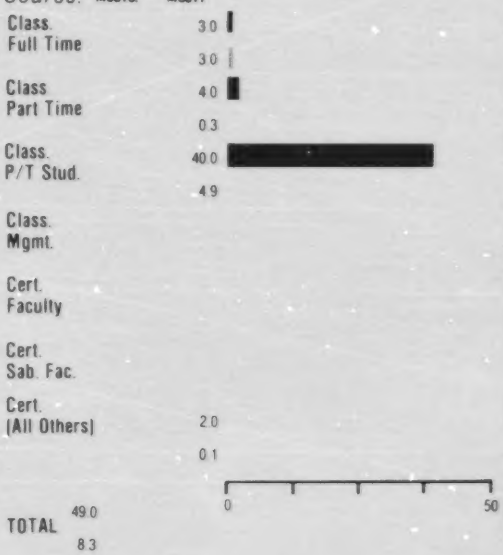
INSTRUCTIONAL

Source: S0291, M0015



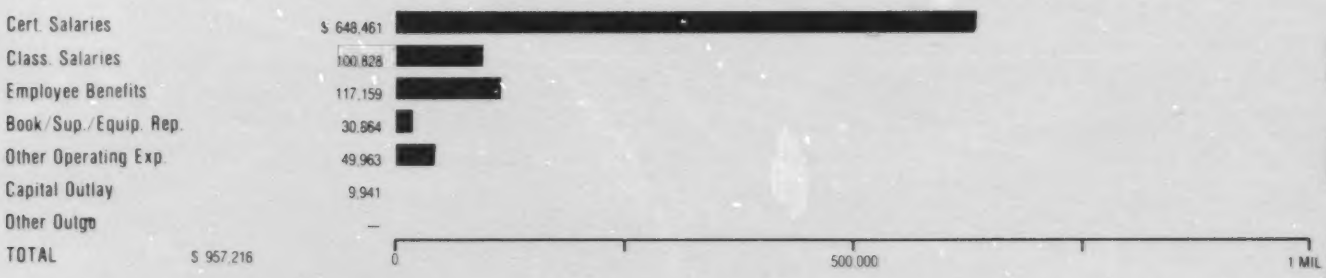
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

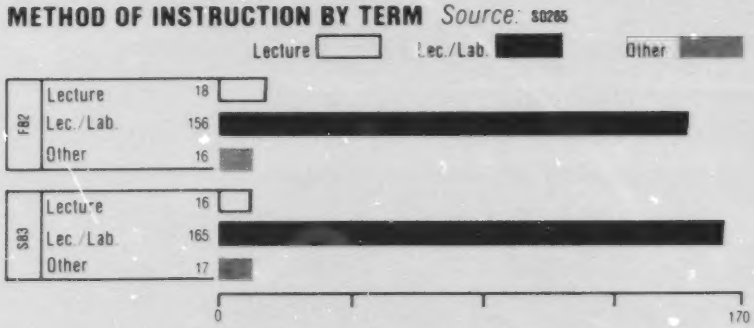
Source: M0010



SERVICES

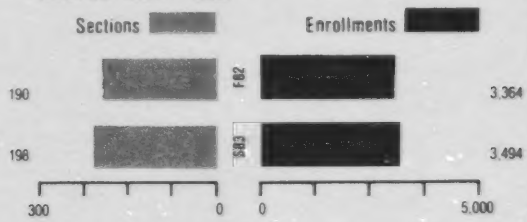
METHOD OF INSTRUCTION BY TERM

Source: S0265



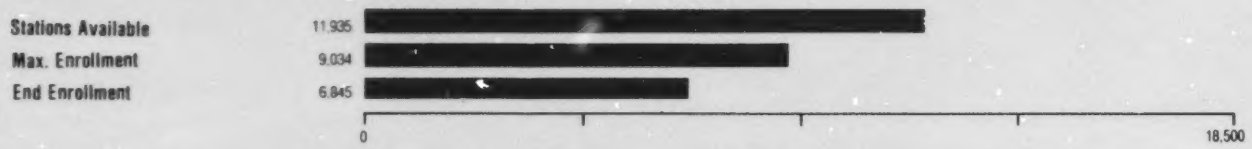
SECTIONS/ENROLLMENTS

Source: S0262, S0265



FACILITIES

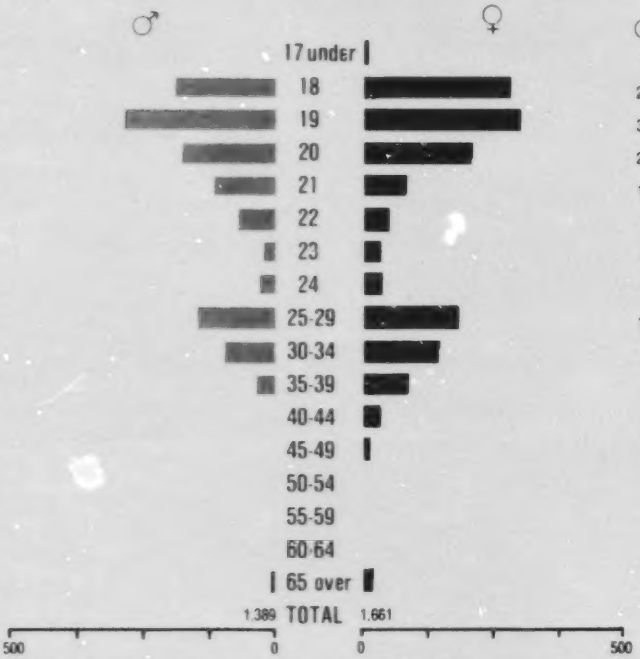
Source: S0263, S0260



STUDENTS

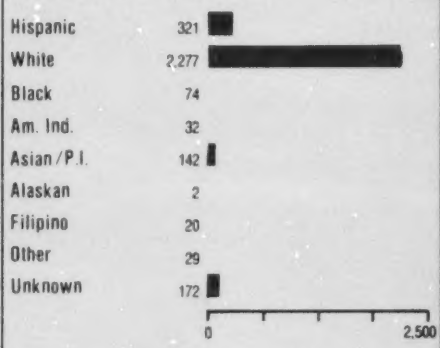
INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) Source: S0281

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

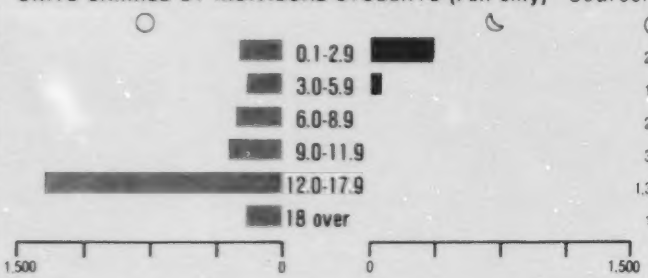


Age	♂	♀	○	☾	TOT	%
17 under	13	25	22	16	38	1.24
18	210	258	450	19	469	15.28
19	338	265	585	20	605	19.71
20	203	182	356	30	386	12.58
21	113	118	203	29	232	7.56
22	74	79	118	36	154	5.02
23	48	59	71	36	107	3.49
24	52	61	84	29	113	3.68
25-29	147	208	236	122	358	11.67
30-34	81	147	145	87	232	7.56
35-39	36	82	73	46	119	3.88
40-44	22	50	39	33	72	2.38
45-49	8	32	19	21	40	1.30
50-54	10	21	19	13	32	1.04
55-59	5	22	22	7	29	.94
60-64	5	17	19	5	24	.78
65 over	23	34	26	31	57	1.86

ETHNIC BREAKDOWN (Fall only) Source: S0281

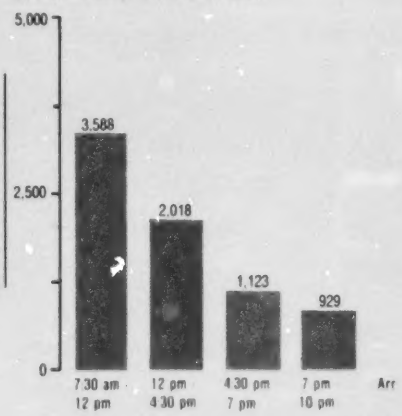


UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only) Source: S0281

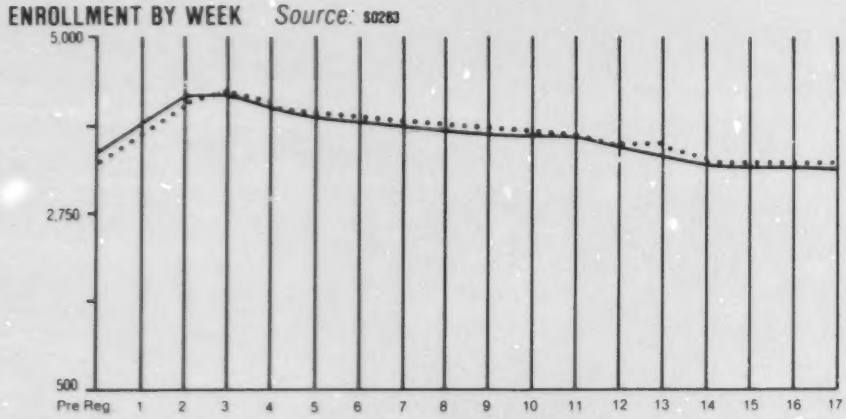


Units	○	%	☾	%	TOT	%
0.1-2.9	250	10.08	378	72.00	628	20.91
3.0-5.9	185	7.46	99	18.86	284	9.45
6.0-8.9	221	8.91	37	7.05	258	8.59
9.0-11.9	312	12.59	8	1.52	320	10.65
12.0-17.9	1,314	53.01	3	.57	1,317	43.84
18 over	197	7.95	—	—	197	6.56

ENROLLMENTS BY TIME OF DAY (Total Year) Source: S0266



ENROLLMENT BY WEEK Source: S0263



TOTAL INDIVIDUALS ENROLLED
Source: S0281

Fall 3,069

Spring 3,219

For 1982-83 instructional activities which have not been assigned to specific instructional units due to their general nature, as well as true interdisciplinary courses, are reported here.

Interdisciplinary studies are offered in Liberal Arts and Sciences, Biological and Physical Sciences, and Humanities and Fine Arts.

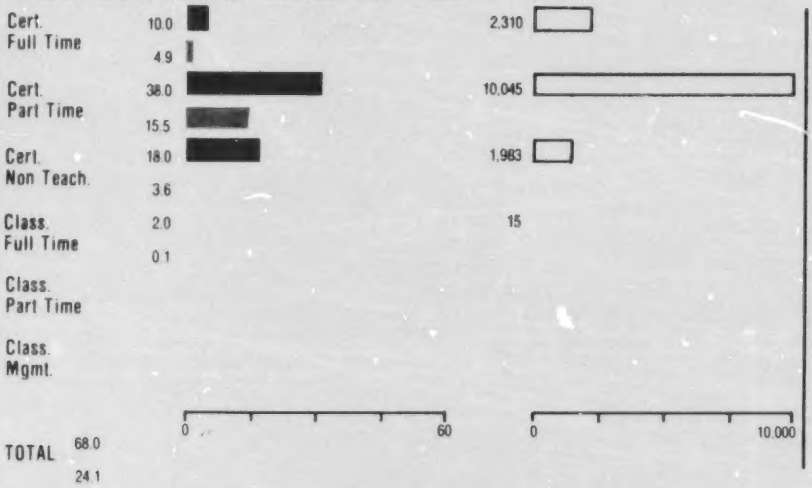
Also included are General Education, Skills Development, and Library Science.

STAFF

INDIVIDUAL FTE WSCH

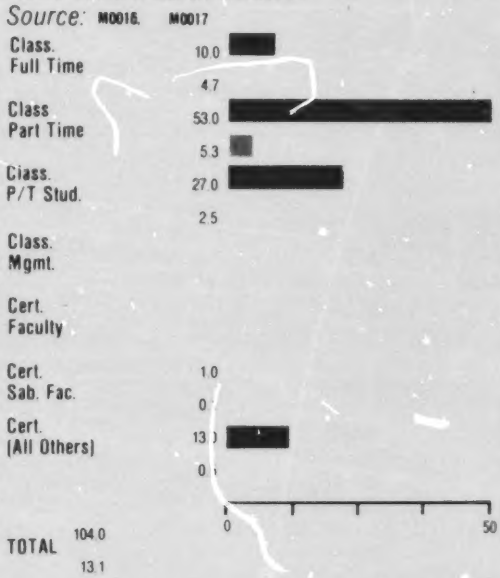
INSTRUCTIONAL

Source: S0291, M0015



NON-INSTRUCTIONAL

Source: M0016, M0017



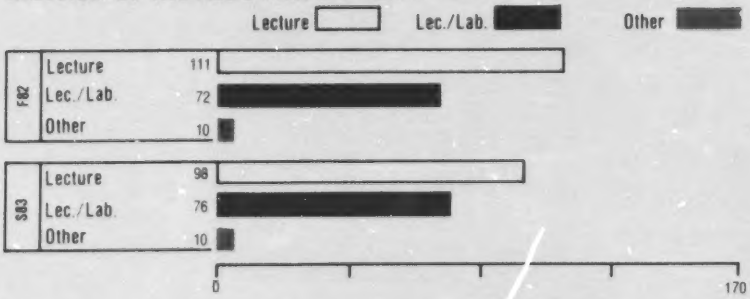
FINANCIAL

Source: M0010

SERVICES

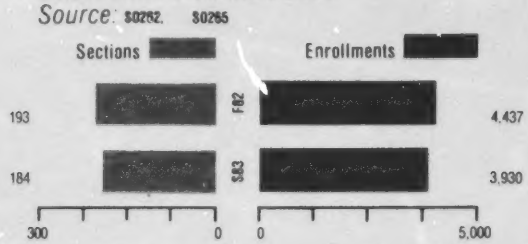
METHOD OF INSTRUCTION BY TERM

Source: S0265



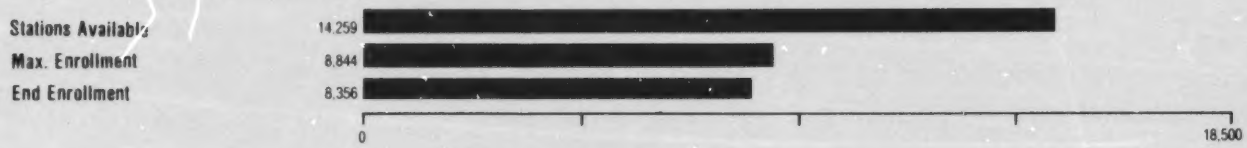
SECTIONS/ENROLLMENTS

Source: S0262, S0265



FACILITIES

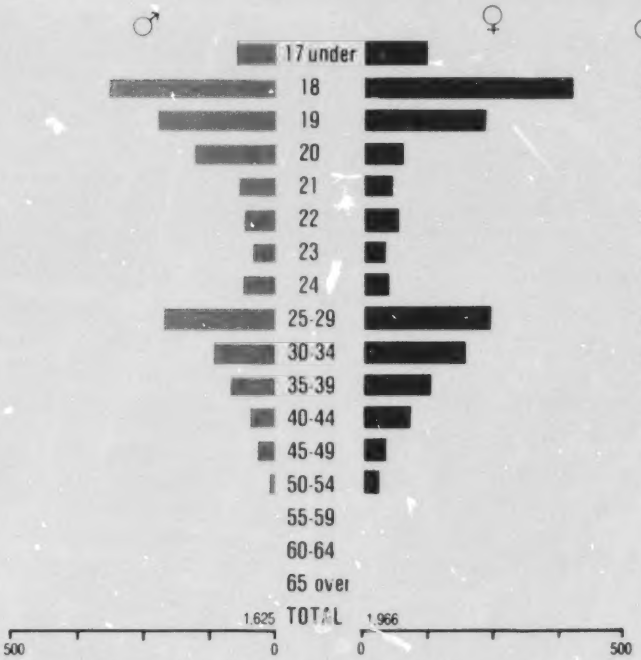
Source: S0253, S0280



STUDENTS

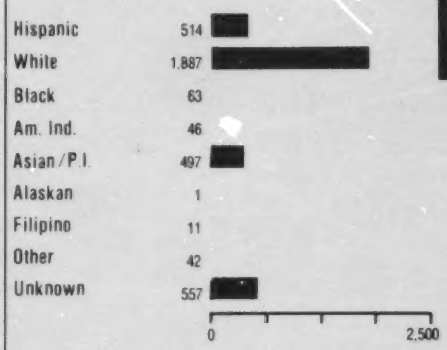
INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) Source: S0281

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

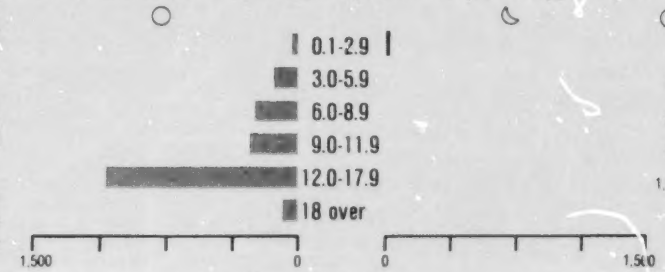


Age	♂	♀	○	☾	TOT	%
17 under	87	126	29	185	214	5.91
18	309	411	563	159	722	19.96
19	240	233	361	117	478	13.21
20	134	104	161	79	240	6.63
21	74	76	86	65	151	4.17
22	66	82	88	63	151	4.17
23	48	50	63	36	99	2.74
24	59	60	67	53	120	3.32
25-29	224	245	243	230	473	13.07
30-34	120	210	209	124	333	9.20
35-39	95	126	123	99	222	6.14
40-44	55	96	78	74	152	4.20
45-49	46	55	48	53	101	2.79
50-54	25	46	36	36	72	1.99
55-59	17	17	14	20	34	.94
60-64	13	15	8	21	29	.80
65 over	12	11	6	17	23	.64

ETHNIC BREAKDOWN (Fall only)
Source: S0281

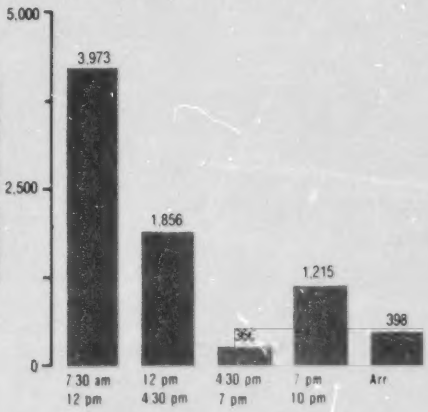


UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only) Source: S0281

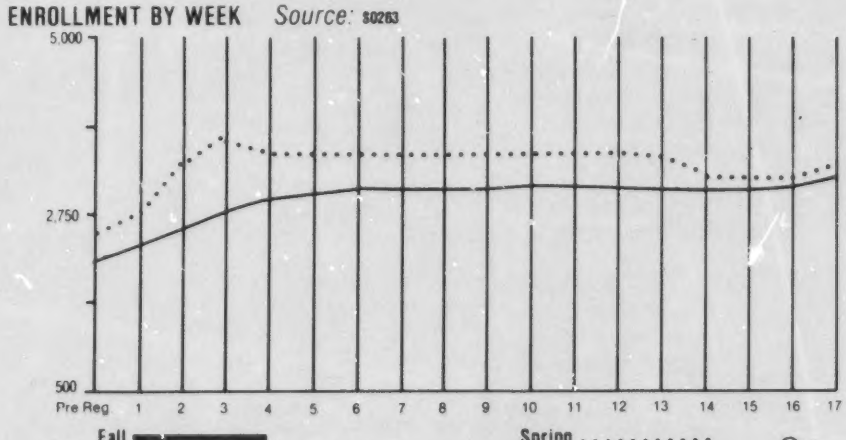


Units	○	%	☾	%	TOT	%
0.1-2.9	64	3.33	62	46.27	126	6.13
3.0-5.9	129	6.71	42	31.34	171	8.31
6.0-8.9	242	12.58	23	17.16	265	12.88
9.0-11.9	276	14.35	6	4.48	282	13.71
12.0-17.9	1,100	57.20	1	.75	1,101	53.52
18 over	112	5.82	—	—	112	5.44

ENROLLMENTS BY TIME OF DAY (Total Year) Source: S0286



ENROLLMENT BY WEEK Source: S0263



TOTAL INDIVIDUALS ENROLLED
Source: S0281

Fall 3,618

Spring 3,253

Although Community Services is part of the Instructional Administration Unit at MJC, information about fully-fee-funded instructional staff and students is shown in this separate display for comparison purposes.

Community Services Classes are not funded by state apportionment but are supported by student fees. Legally they may include avocational, recreational, professional inservice, and occupational inservice classes as well as seminars, lecture series, forum series, workshops, and conferences. Currently, classes are available in the areas of aeronautics, business, computers, crafts, dog obedience, electronics, foods, foreign language, health, law, physical education, music, safety, clothing, shop and travel.

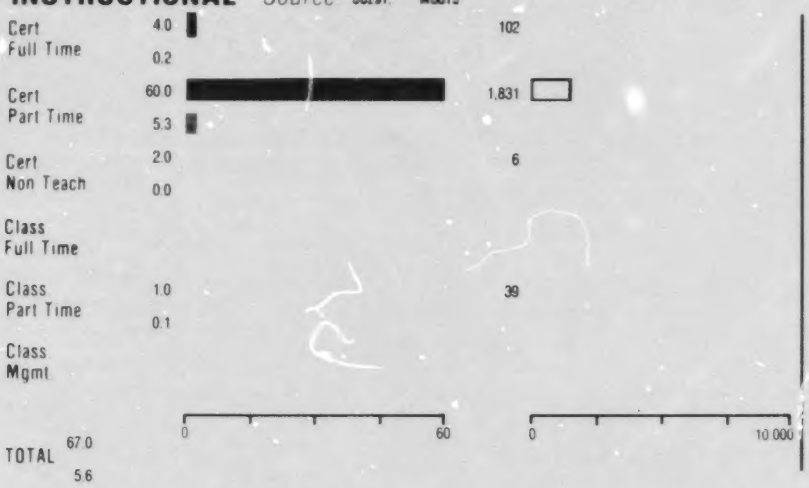
Also permitted legally are Community Services Activities, defined as Civic Center Act, cultural, community development, and recreational activities. MJC activities such as special events, film series, and the Great Valley Museum are included in the Instructional Administration Unit section of this Assessment document.

STAFF

INDIVIDUAL FTE WSCH

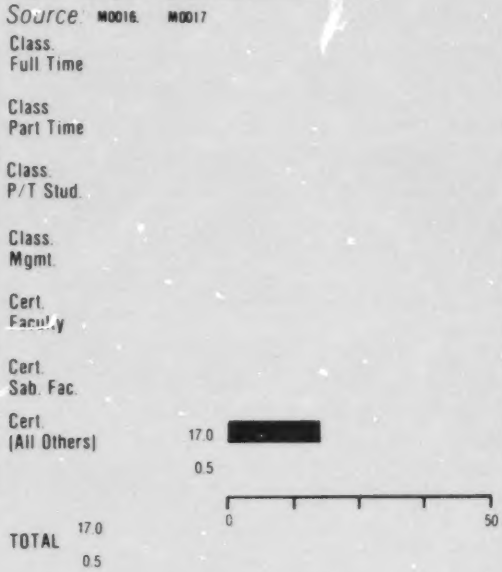
INSTRUCTIONAL

Source S0291 M0015



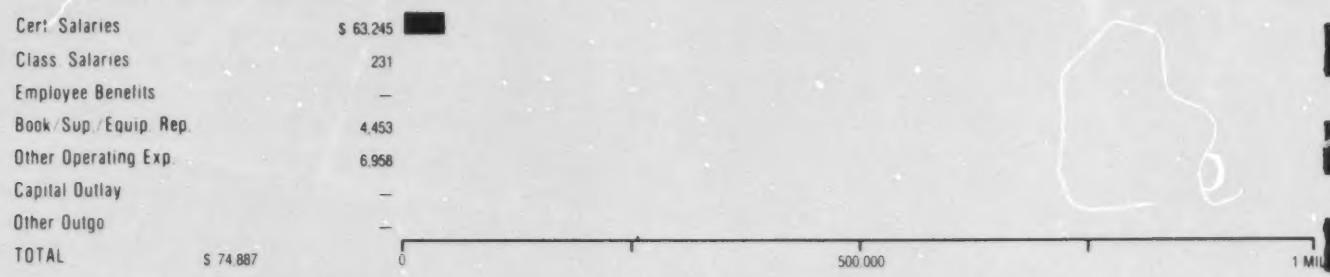
NON-INSTRUCTIONAL

Source M0016 M0017



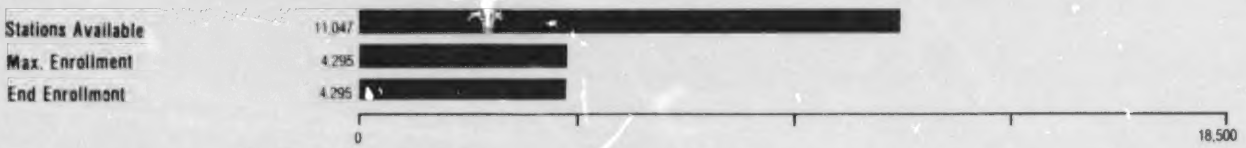
FINANCIAL

Source M0010



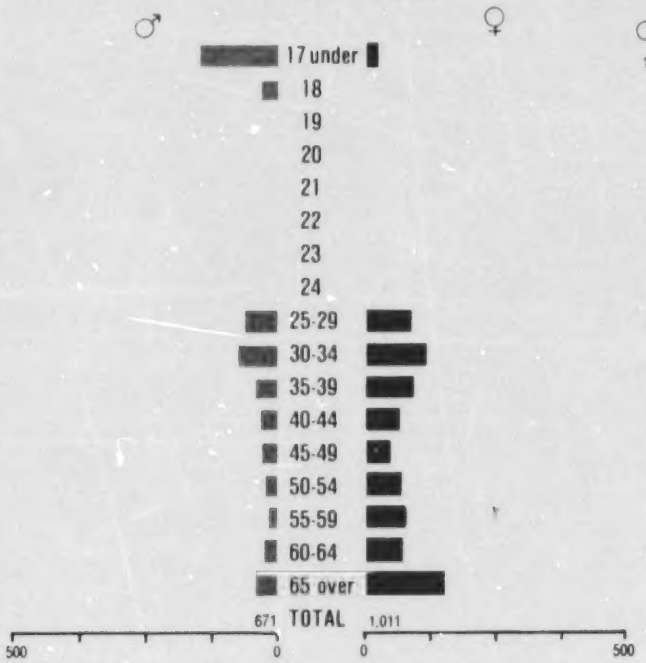
FACILITIES

Source: S0283, S0280



STUDENTS

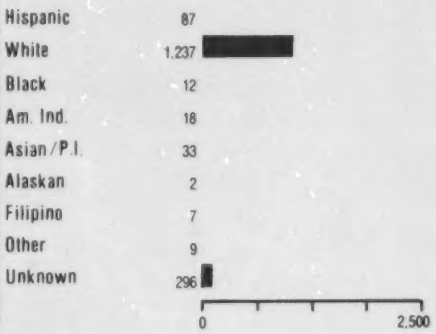
INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) Source: S0281



♂	♀	○	☾	TOT	%
139	37	4	173	177	10.41
35	20	14	41	55	3.23
8	14	12	10	22	1.29
15	9	9	15	24	1.41
16	12	8	20	28	1.65
11	24	10	25	35	2.06
9	16	3	22	25	1.47
9	10	3	16	19	1.12
74	99	19	155	174	10.23
76	118	24	171	195	11.46
44	108	26	128	154	9.05
37	77	19	96	115	6.76
36	69	3	103	106	6.23
36	74	7	104	111	6.53
32	84	7	109	116	6.82
38	82	8	116	124	7.29
56	156	2	216	218	12.82

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

ETHNIC BREAKDOWN (Fall only)
Source: S0281



TOTAL INDIVIDUALS ENROLLED
Source: S0281

Fall 1,701

Spring 1,860

62

The Student Services in the college has as its chief function the facilitation of the education, growth, and development of students. This program is an organized pattern of services and activities that makes planned use of incentives and controls to assist each student to make full use of the college educational program.

Student Services is organized to provide the following essential functions:

I. Functions Which Inform: Pre-admissions information; orientation; general information; and interpreting College policy.

II. Functions Which Evaluate: Records; educational testing; applicant appraisal; follow-up; and evaluation.

III. Functions Which Facilitate: Student counseling; faculty advising; personal and skills development; health services; financial aids; career placement; student registration; disability services; and minority activities.

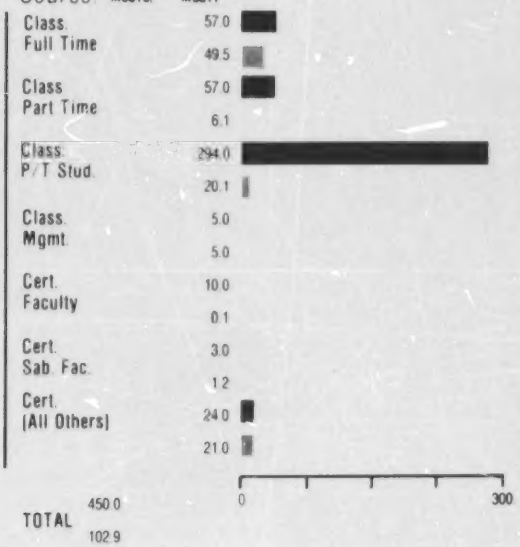
IV. Functions Which Involve: Activities; campus governance; and self-governance.

STAFF

INDIVIDUAL FTE WSCH

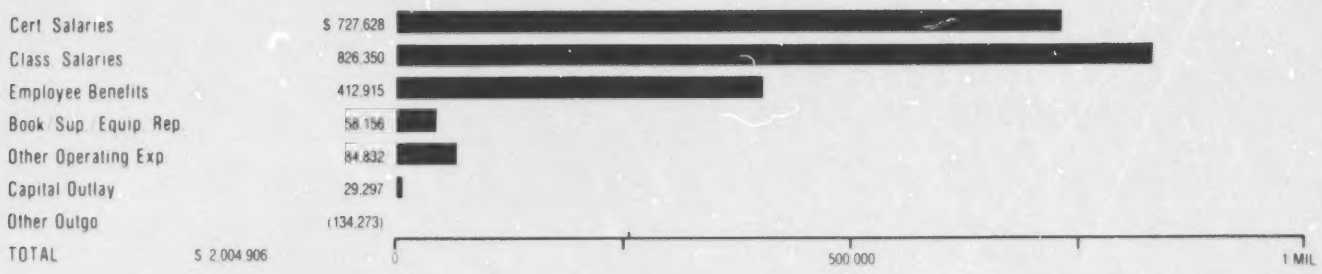
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

Source: M0010



As the Chief Executive Officer of Modesto Junior College, the College President has the overall responsibility for the administration of the College and has four major areas that report directly to him. These are 1) Instructional Services, 2) Student Services, 3) Administrative Services, and 4) Public Information.

Two advisory groups to the President which assist in planning and policy making are 1) the Administrative Advisory Council, and 2) the President's Advisory Team.

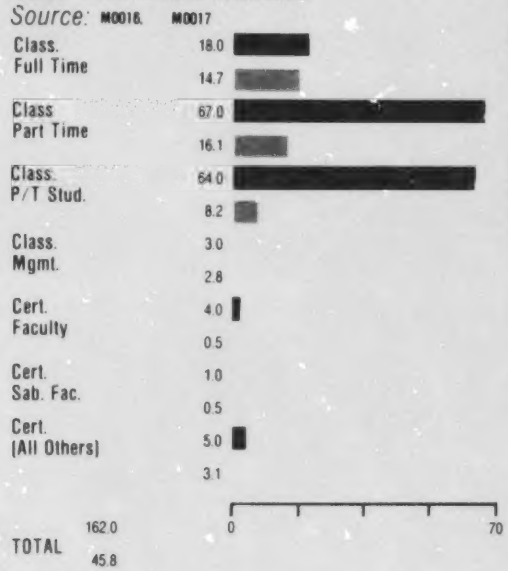
The majority of the general administration activities of the college are performed by the Administrative Services area which include 1) budget preparation and maintenance, 2) business services, 3) food services, 4) college bookstore, and 5) duplicating services.

STAFF

INDIVIDUAL FTE

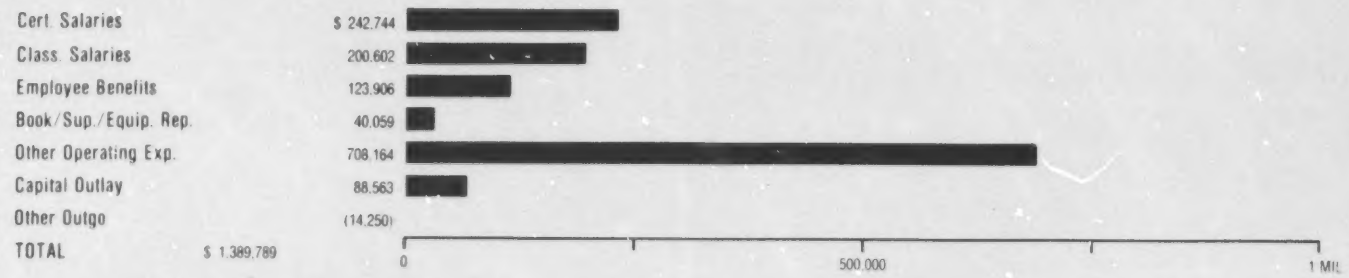
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

Source: M0010



The Instructional Administration unit includes supervision and coordination of instructional curricula and special programs, capital budgets, business and food services, public information, parking and instructional support services. The unit, through its leadership, determines the organization and direction of the instructional programs of the college.

The unit, supervised by the Chief Instructional Officer, provides leadership in the administration and development of the instructional programs of the college, including credit programs, community service offerings, fee-funded courses, special events, film series, and the Great Valley Museum.

The unit includes supervision of instructional support services such as media and audio-visual services, learning resources, and the bookstore, all vital in the provision of quality instruction to the community.

Leadership is provided through the supervision and coordination of the instructional divisions, offices which organize fee-funded and summer schedules, support areas which provide instruction, and the major instructional committees of the college such as the Curriculum Committee.

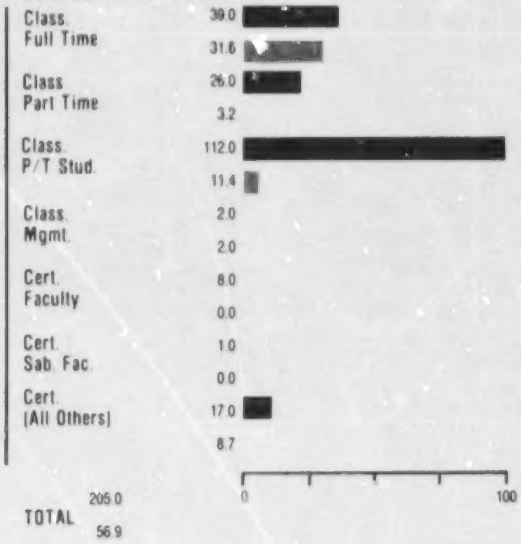
The unit includes development and funding of courses and programs; the selection, evaluation, and in-service training of qualified personnel; and the coordination of instructional needs with available support services.

STAFF

INDIVIDUAL FTE

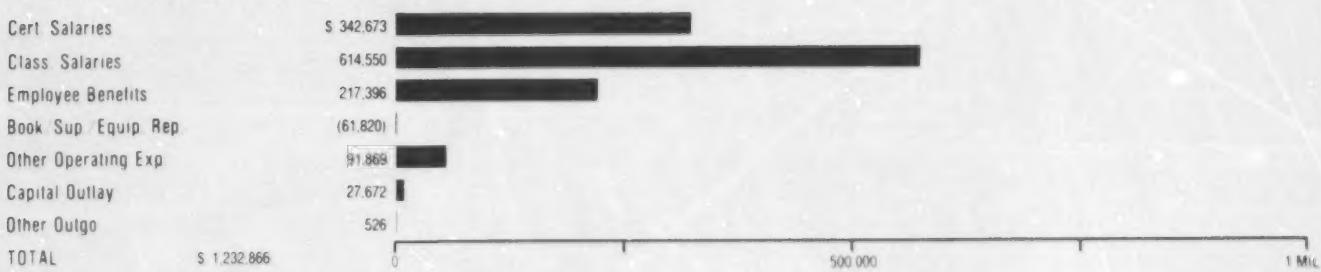
NON-INSTRUCTIONAL

Source M0018, M0017



FINANCIAL

Source M0010



General institutional services are those support services provided on each college campus which are coordinated and supervised by the Assistant Superintendent—Business Services for the District. Personnel carrying out these services work closely with college presidents and staff members in order to maintain the most positive learning environment possible.

Activities carried on by this unit consist of custodial services-cleaning and care of rooms and furnishings; grounds services—cleaning, caring for landscaping, irrigating, mowing and pruning; maintenance services—servicing and repair of buildings and equipment; utilities services—electric power, oil and gas.

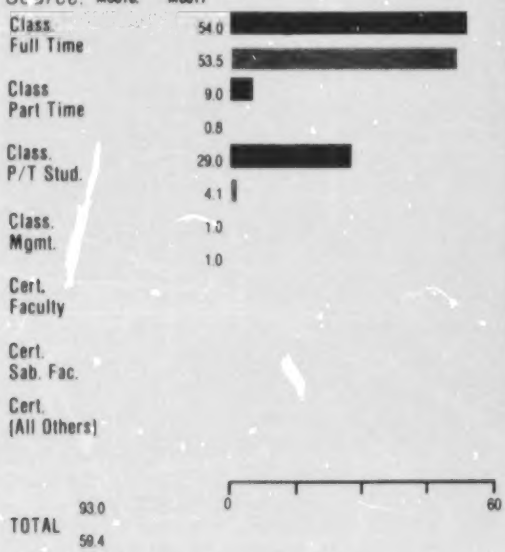
In addition, a transportation pool of vehicles with the necessary support personnel is provided for each campus.

STAFF

INDIVIDUAL FTE

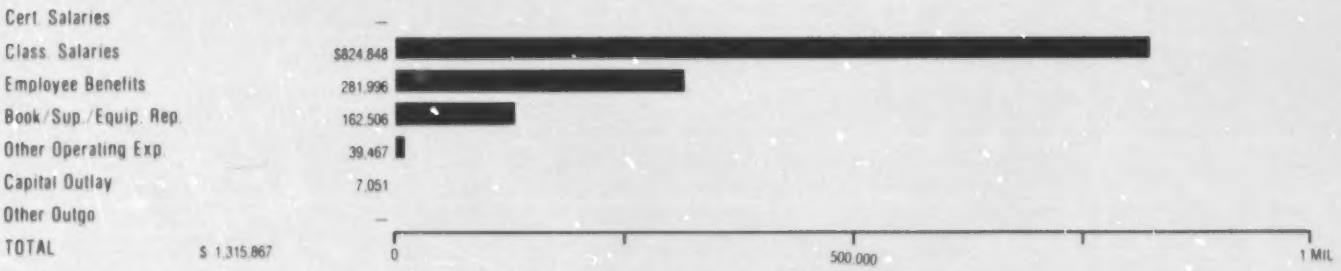
NON-INSTRUCTIONAL

Source: M0018, M0017



FINANCIAL

Source: M0010



DISTRICT ASSESSMENT
FISCAL YEAR - 82-83

UNIT - 27 ARTS, HUMANITIES AND SPEECH SUB-UNIT - 04 MUSIC

TOP - 1004.00 MUSIC

1) STAFF

*** INSTRUCTIONAL STAFF ***

CLASSIFICATION	INDIVIDUALS	TOTAL PAYROLL FTE	TOTAL TEACHING FTE	MALE PAYROLL FTE	MALE TEACHING FTE	FEMALE PAYROLL FTE	FEMALE TEACHING FTE	% OF FTE TOTAL	ANN AV WSCH
GENERAL PURPOSE - COLLEGE CONTROL									
CERT PT/RW	6	.63	.639	.46	.460	.17	.179	7.18	184.50
CERT REG FACULTY	6	7.60	8.317	5.00	6.396	2.00	1.921	93.51	2,858.00
CLASS REG TECH_PARAPROF		.20	.000	.20	.000		.000		
*TOTAL	12	7.83	8.956	5.66	6.856	2.17	2.100	100.69	3,042.50

PROGRAM--
S0291 DETAIL IS IN S0291.01 (CC); S0291.02 (MJC); S0291.03 (YCCD)
D0015.01 (CC); D0015.02 (MJC); D0015.03 (YCCD)

*** NON-INSTRUCTIONAL STAFF ***

CLASSIFICATION	INDIVIDUALS	TOTAL PAYROLL FTE	MALE PAYROLL FTE	FEMALE PAYROLL FTE
MJC GENERAL PURPOSE-COLLEGE CONTROL				
CL PT/TEMP	3	.54	.38	.16
CL PT/TEMP STUDENTS	3	.02	.01	.01
*** TOTAL	6	.56	.39	.17
MJC SPECIAL PROGRAMS-COLLEGE CONTROL				
CL PT/TEMP STUDENTS	3	.18	.12	.06
*** TOTAL	3	.18	.12	.06
*** TOP TOTAL	9	.74	.51	.23

PROGRAM--
M0016 DETAIL IS IN M0016.01 (CC); M0016.02 (MJC); M0016.03 (YCCD)
M0017.01 (CC); M0017.02 (MJC); M0017.03 (YCCD)

2) FINANCIAL

	APPROPRIATION	EXPENSES	
****** MJC GENERAL PURPOSE - COLLEGE CONTROL			
CERTIFICATED SALARIES	232,232.00	246,405.65	
CLASSIFIED SALARIES		7,834.73	
STUDENT SALARIES		303.18	
EMPLOYEE BENEFITS		42,872.63	
BOOKS/SUPPLIES/EQUIP REP	8,366.85	8,949.79	
OTHER OPERATING EXPENSES AND SERVICES	7,861.57	9,536.87	
SECTION TOTAL	248,460.42	315,904.85	******
****** MJC SPECIAL PROGRAMS - COLLEGE CONTROL			
STUDENT SALARIES		1,304.85	
SECTION TOTAL		1,304.85	******
TOP TOTAL	248,460.42	317,209.70	

PROGRAM--
M0010.01 (CC), M0010.02 (MJC), M0010.03 (YCCD)

APPORTN. ADA	OTHER ADA
206.2893	.8718
% OF TOTAL COLLEGE	
2.74%	0.26%

	GENERAL PURPOSE COLLEGE CONTROL	OVERALL TOTAL
TOTAL COST	$315,904.85	$317,209.70
AVERAGE COST PER UNIT OF APPORTN. ADA	$1,531.37	$1,537.69
AVERAGE COST PER UNIT OF TOTAL ADA	$1,524.92	$1,531.22

PROGRAM--S0266.09

BEST COPY AVAILABLE

3) SERVICES

	SECTIONS	U82	F82	S83
TOTAL SECTIONS	108	50	890	825
TOTAL ENROLLMENT	1,765			

ENROLLMENT INCLUDES NON-APPORTN. ADA

PROGRAM--S0262.09

	WEEK NUMBER 00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17
FALL 82	814	988	1053	1080	1079	1072	1046	1049	1021	1001	995	983	978	967	878	879	880	890
SPRING 83	858	975	1079	1097	1020	1028	1010	993	940	918	910	897	890	876	823	823	825	825

FULL TERM ENROLLMENT ONLY

PROGRAM--S0263.09

METHOD OF INSTRUCTION-TOTAL SECTIONS	U82	F82	S83
10 = LEC/DISCUSS/SEMINAR	1	9	10
20 = LAB		9	8
30 = LEC-LAB SEPARATED		15	16
31 = LEC-LAB COMBINED		14	16
54 = INDEPENDENT STUDY		2	2
80 = MIXED METHODS		3	3
TOTAL	1	52	55

PROGRAM--S0265.09

4) FACILITIES

AVAILABLE STATIONS = 6,552
MAX ENROLLMENT = 2,179
END ENROLLMENT = 1,715

PROGRAM--S0280.09 (STATIONS)
S0263.09 (ENROLLMENT)

5) STUDENTS

TIME OF DAY	ENROLLMENT
7:30 AM - 12:00 PM	748
12:00 PM - 4:30 PM	468
4:30 PM - 7:00 PM	70
7:00 PM - 10:00 PM	371
HOURS ARRANGED	67
TOTALS	1,724

PROGRAM--S0266.09

	MAX ENROLL	END ENROLL
FULL TERM FALL 82	1080	890
FULL TERM SPRING 83	1097	825
SHORT TERM SPRING 83	2	

PROGRAM--S0263.09

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F82

ALL STUDENTS BY AGE AND SEX

AGE	MALE	FEMALE	UNKNOWN	DAY	EVE	TOTAL	% OF TOTAL
17 AND UNDER	7	8		9	6	15	2.20
18	28	39		63	4	67	9.84
19	38	52	2	90	2	92	13.51
20	35	28		62	1	63	9.25
21	19	30	1	47	3	50	7.34
22	20	8	1	23	6	29	4.26
23	12	9		17	4	21	3.08
24	8	11		15	4	19	2.79
25 THRU 29	31	43		43	31	74	10.87
30 THRU 34	14	41	1	32	24	56	8.22
35 THRU 39	15	44		28	31	59	8.66
40 THRU 44	9	33		17	25	42	6.17
45 THRU 49	8	18		13	13	26	3.82
50 THRU 54	6	17		10	13	23	3.38
55 THRU 59	2	6		2	6	8	1.17
60 THRU 64	7	10		10	7	17	2.50
65 AND OVER	10	10		12	8	20	2.94
TOTAL	269	407	5	493	188	681	100
AVERAGE AGE	27.79	30.79	22.60			29.54	

GRADED STUDENTS

******	TOTAL STUDENT UNIT LOAD						TOP UNIT LOAD
	NO. DAY	% OF DAY	NO. EVE	% OF EVE	ALL	% OF ALL	NO. OF
0.1 TO 2.9	74	15.01	148	78.72	222	32.60	408
3.0 TO 5.9	52	10.55	21	11.17	73	10.72	213
6.0 TO 8.9	40	8.11	13	6.91	53	7.78	33
9.0 TO 11.9	49	9.94	4	2.13	53	7.78	16
12.0 TO 17.9	240	48.68	2	1.06	242	35.54	11
18 AND OVER	38	7.71			38	5.58	
TOTAL	493	100	188	100	681	100	681
TOTAL UNITS	5,248.00		383.50		5,631.50		

ETHNIC BREAKDOWN OF ALL STUDENTS

ETHNIC CATEGORY	NO. STUDENTS	% OF STUDENTS
HISPANIC	46	6.75
WHITE	552	81.06
BLACK	20	2.94
AMERICAN INDIAN	3	.44
ASIAN OR PACIFIC ISLANDER	18	2.64
ALASKAN NATIVE	1	.15
FILIPINO	2	.29
OTHER	2	.29
UNKNOWN	37	5.43
TOTAL	681	100

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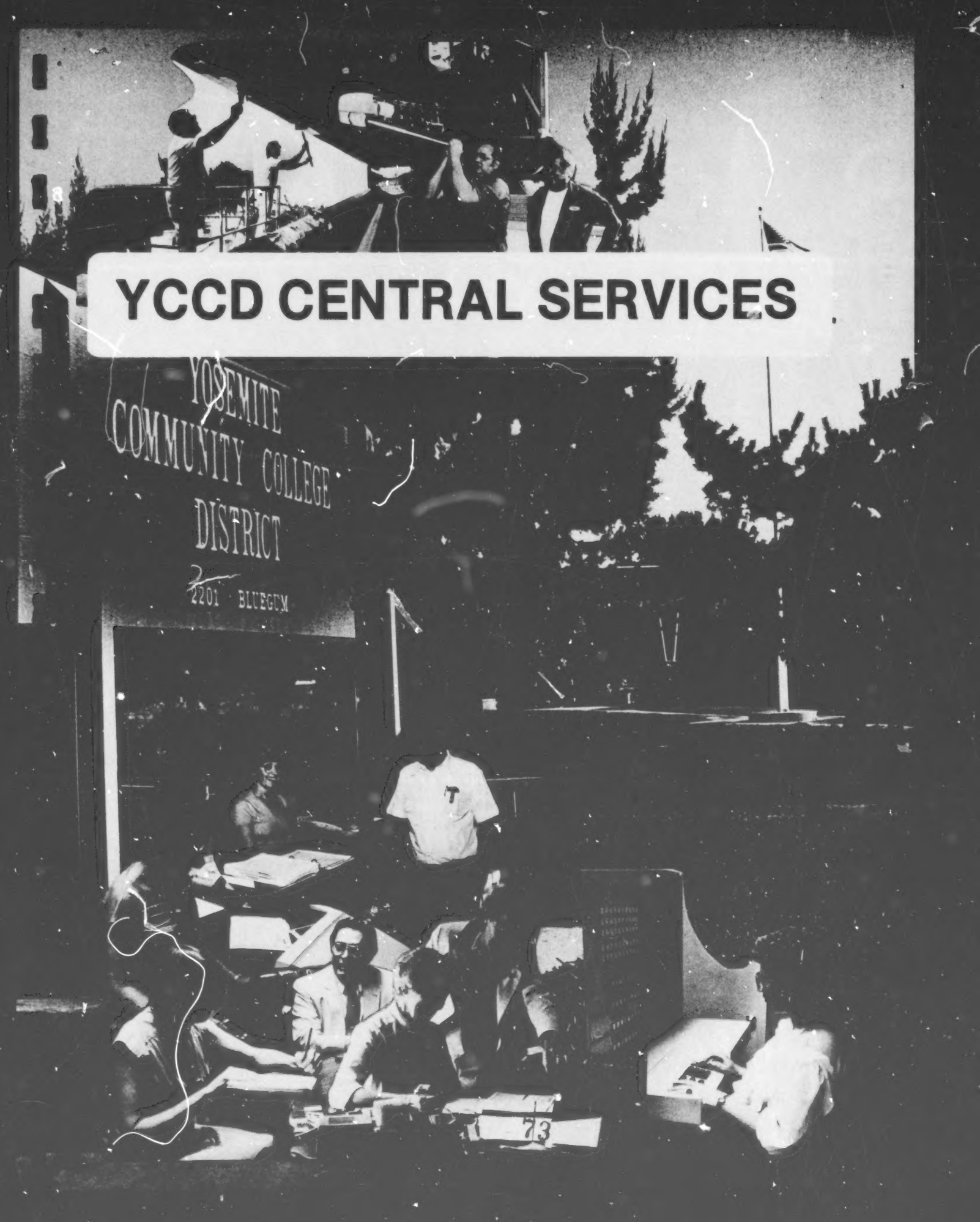

YCCD CENTRAL SERVICES
YOSEMITE
COMMUNITY COLLEGE
DISTRICT
2201 BLUEGUM
73

The major portion of all activities of the district are carried on in direct support of the colleges and are listed and accounted for in those sections. However, there are certain central services which provide general support to all areas. These include activities associated with the Board of Trustees, the Superintendent's Office, the Assistant Superintendent for Business Services' Office, the Personnel Office, and the Resource Development Office.

Of these, the major area in scope is the Assistant Superintendent for Business Services' Office which oversees the functions of purchasing, receiving, warehousing, budgeting, accounting, payroll, computer services, and transportation. In addition, certain maintenance and operational functions are centralized under tht office along with custodial and grounds care of the District Office facility.

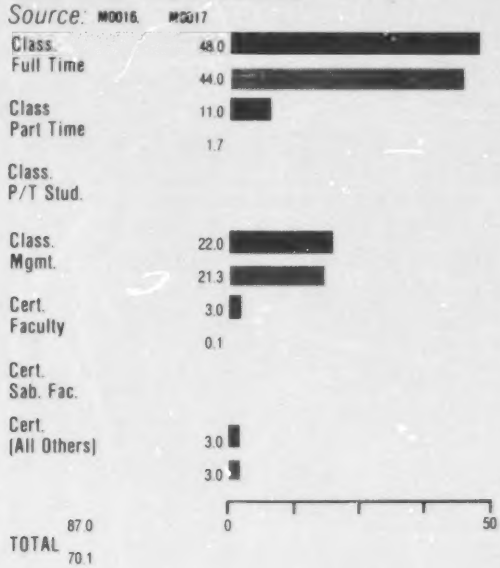
Information concerning staff and financial expenditures required to carry on these activities is summarized here.

STAFF

INDIVIDUAL FTE

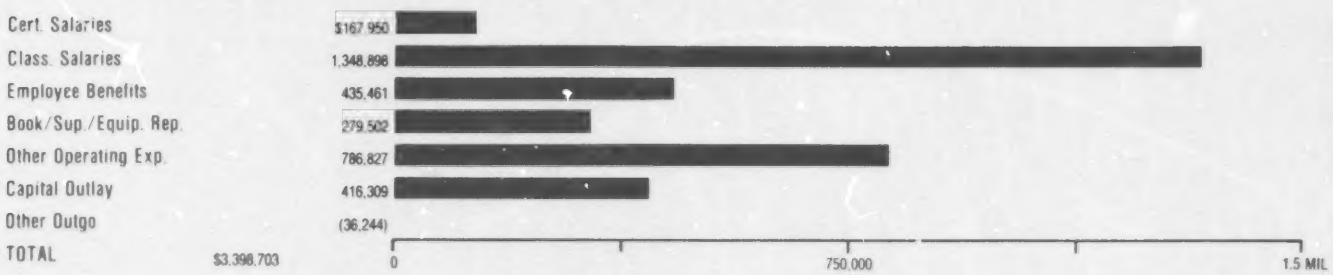
NON-INSTRUCTIONAL

Source: M0016, M5017



FINANCIAL

Source: M0010



As chief executive officer for the Board of Trustees, the Superintendent is responsible for administering Board adopted policies and executing all decisions of the Board requiring administrative action. Although primary responsibility for the instructional program has been delegated to College Presidents, the District Superintendent is ultimately responsible for the District's total operation, including instruction. The Superintendent acts as the professional adviser to the Board and keeps the Board informed regarding pending legislation which may affect the District. In addition to representing the Board in its relationship with citizens and social, civic educational and governmental agencies, the Superintendent serves as secretary to the Board in preparing agendas for Board meetings, organizing background material, preparing documents and signing legal papers.

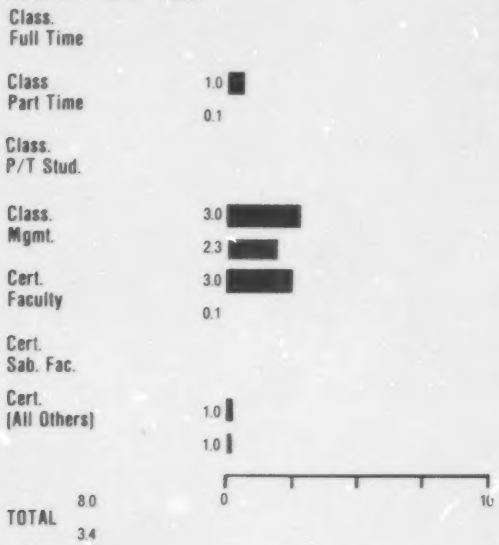
The staff and financial expenditures required to directly support the Superintendent's office in carrying out these duties are included in this unit summary.

STAFF

INDIVIDUAL FTE

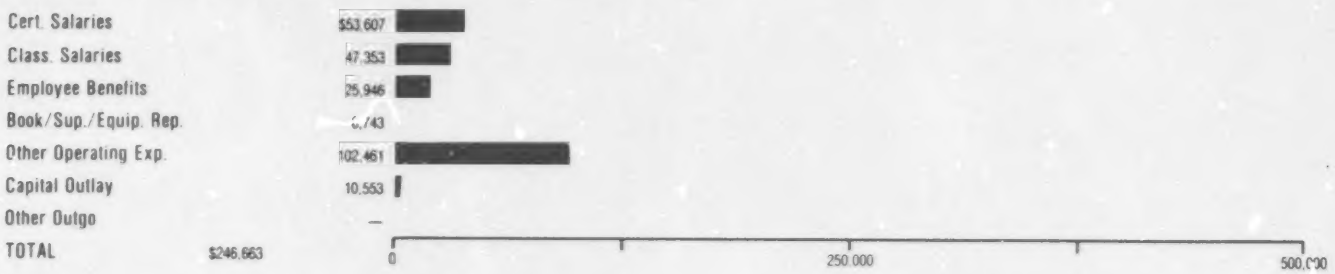
NON-INSTRUCTIONAL

Source: MD01A, MD017



FINANCIAL

Source: MD010



The Office of Assistant Superintendent-Business Services has district-wide responsibility for Custodial Services, Grounds Services, Maintenance Services, Transportation Services, Data Processing Services, Purchasing/Receiving/Warehouse Services, Budgeting, Accounting, Payroll, and Capital Outlay (Construction). Business transactions for the Board of Trustees, such as contracts, agreements, leases, insurance matters, taxes, etc., are handled by this office, as well as negotiations with certificated employees' exclusive bargaining unit, contract administration, and employer-employee relations.

The custodians and skilled tradesworkers clean and maintain over 746,000 square feet of buildings. The groundskeepers maintain 470 acres of land, the transportation workers maintain 125 vehicles which travel 755,000 miles per year; and the purchasing/accounting/payroll employees handled transactions totaling 26.8 million dollars in 1981-82.

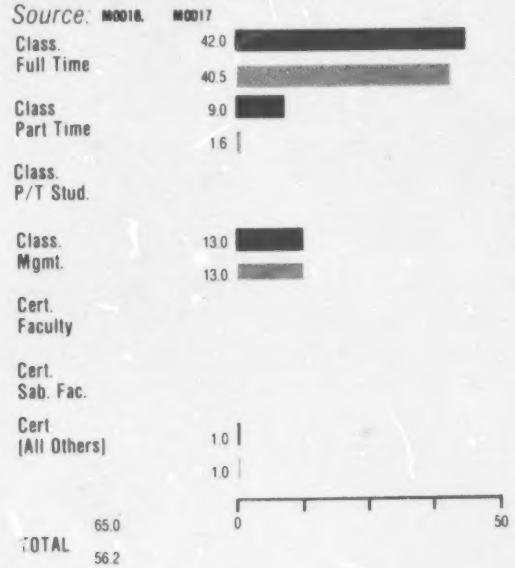
Most of the employees and expenditures associated with this department (i.e., custodial, grounds, transportation) will appear in college data rather than in this section of "Central Services".

STAFF

INDIVIDUAL FTE

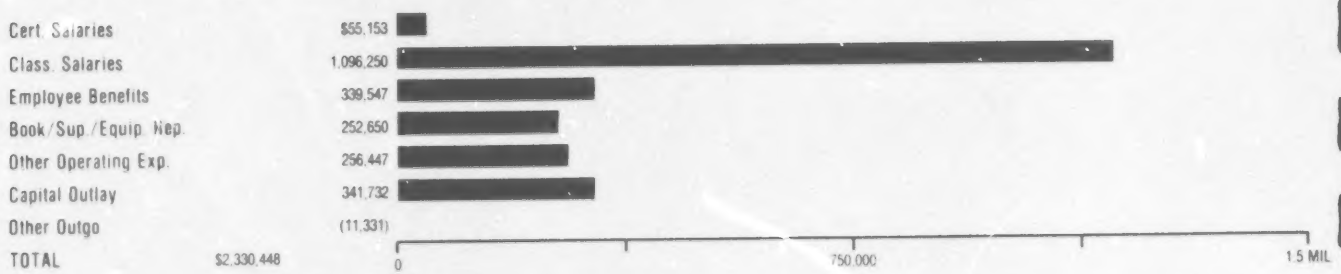
NON-INSTRUCTIONAL

Source: MD018, MD017



FINANCIAL

Source: MD010



Under the direction of the Director of Personnel, the District Personnel Office is responsible for personnel support services involving certificated, classified, management and temporary staff. The Personnel Office coordinates staff recruitment and selection activities, the District Affirmative Action Program, and maintains personnel records and statistical data. It also assists in the development and maintenance of classification and salary structures, job descriptions and staff salary surveys. The District Safety Program, including staff training and periodic inspections, is also the responsibility of this office.

The Director of Personnel serves as District spokesperson for classified negotiations and classified contract coordinator. This role also requires an active involvement in contract administration and an ongoing employer-employee relations program. The Director of Personnel is involved in providing a variety of staff training activities in various personnel related areas.

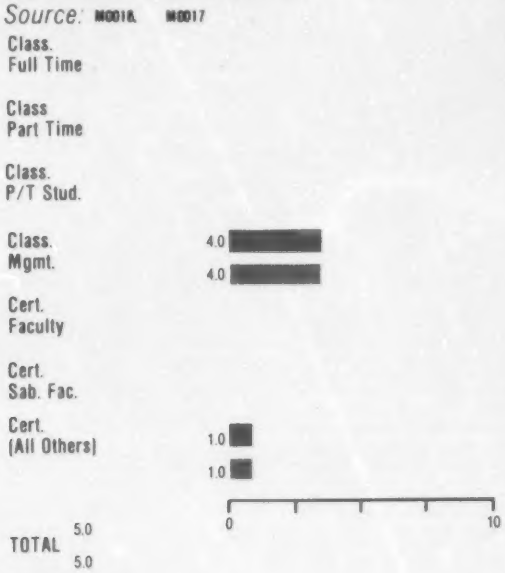
Statistically, during 1981, 78 positions were announced and 1402 applications processed. Appointments totaled 111 (38 certificated, 65 classified and 8 management) with 81 replacements and 30 new positions. The disparity between positions announced and appointments made is attributable to "pool" hiring in certain job classifications. As of October 1, 1982, the District employed approximately 1000 full and part-time employees.

STAFF

INDIVIDUAL FTE

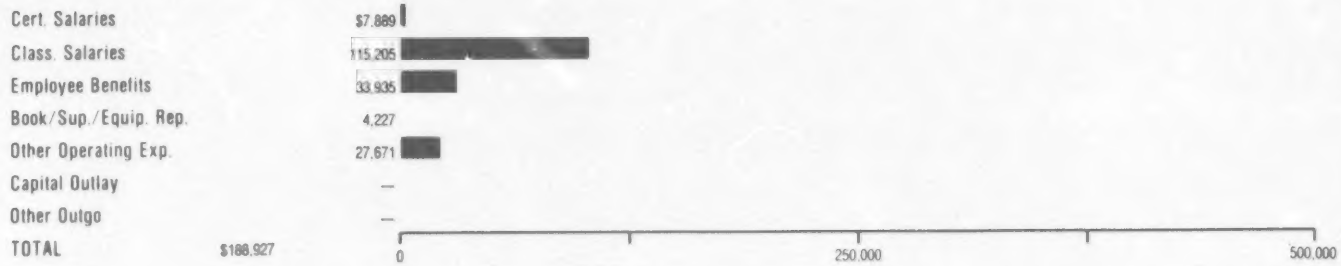
NON-INSTRUCTIONAL

Source: M0018 M0017



FINANCIAL

Source: M0010



The activities of the Resource Development unit may be classified into three general areas: development of resources, coordination of special projects and programs, and coordination of the collection and use of data.

Resource development is carried on through maintaining an inventory of funding sources, reviewing announcements concerning grant and request for proposal deadlines, and statements of purpose. This information is distributed throughout the district to potential users. Assistance is provided to individuals working on grant proposals and some proposals are developed in their entirety.

Coordination of special programs and projects requires the maintenance of an adequate recordkeeping system, developing and filing required reports and claims for reimbursement, and working with staff to assure that grant requirements are adhered to.

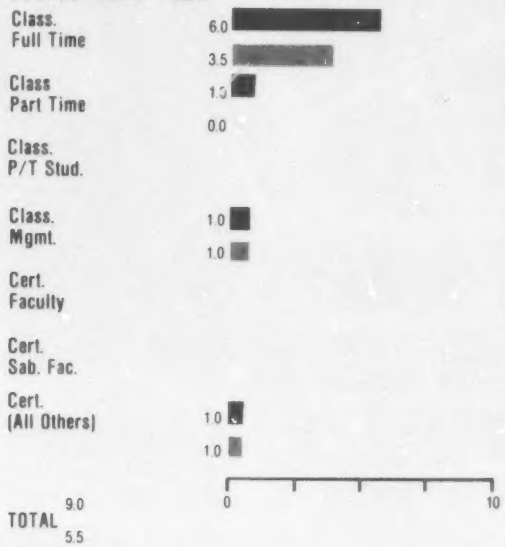
Coordination of the collection and use of data involves working with staff on the development of input systems, computer systems to store and manage data, and various reporting and information systems. Considerable effort is currently being expended in developing the District assessment information system and the related self-study and planning process.

STAFF

INDIVIDUAL *FTE*

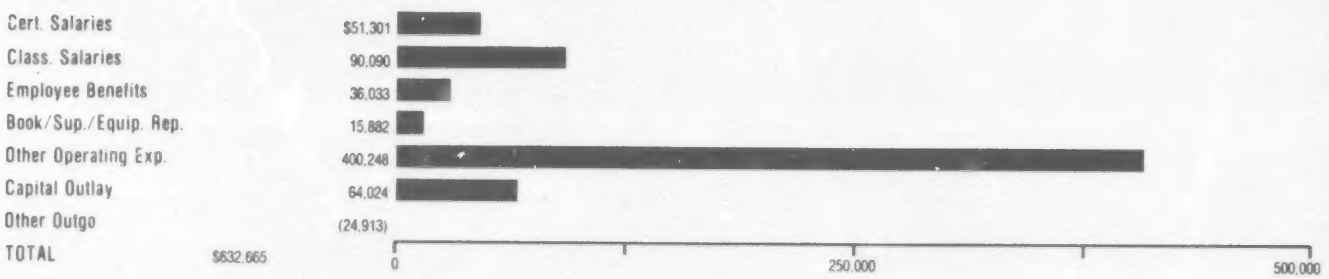
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

Source: M0010



GLOSSARY OF TERMS

STAFF — INSTRUCTIONAL

Cert. Full Time	Full-time faculty, including overloads
Cert. Part Time	Hourly teachers and teachers with reduced workloads; i.e., anyone with less than a 100% contract
Cert. Non Teach.	Certificated non-faculty professionals such as Counselors, Coordinators, Librarians, with a teaching assignment
Class. Full Time	Classified full-time employees with a teaching assignment; also includes certificated employees belonging to the classified retirement system (PERS)
Class. Part Time	Classified employees with less than a 100% assignment who also have a teaching assignment
Class. Mgmt.	Classified employees assigned to the Management Team who also have a teaching assignment

STAFF — NON-INSTRUCTIONAL

Class. Full Time	Classified, non-teaching personnel, permanent and temporary, with a 100% assignment. Also includes non-teaching certificated employees belonging to the classified retirement system (PERS)
Class. Part Time	Classified, non-teaching personnel, permanent and temporary, with less than a 100% assignment.
Class. P/T Stud.	Part-time student employees, some paid with Work-Study special funding.
Class. Mgmt.	Classified employees assigned to the Management Team.
Cert. Faculty	Certificated faculty with a non-teaching assignment or on paid leave.
Cert. Sab. Faculty	Certificated faculty on sabbatical leave
Cert. (all others)	Certificated non-teaching personnel, including administrators, coordinators, counselors, etc.

FINANCIAL

Cert. Salaries	Teachers and non-teaching certificated salaries charged to object of expenditure codes 1100 - 1450
Class. Salaries	Classified and student employee salaries charged to object of expenditure codes 2100 - 2400
Employee Benefits	Fringe benefits for certificated and classified employees, charged to object of expenditure codes 3100 - 3700
Books/Sup./Equip. Rep.	Books, Supplies, and Equipment Replacement charged to object of expenditure codes 4000 - 4800
Other Operating Exp.	Other operating expenses and services, including travel, conferences, fees, insurance, services, utilities, activities, rentals, and leases, charged to object of expenditure codes 5000 - 5099
Capital Outlay	Site acquisition/improvement, building construction, remodeling, capital equipment, charged to object of expenditure code 6100 - 6400
Other Outgo	Debt service, interfund transfers, student financial aids, clearing accounts, and contingencies, charged to object of expenditure codes 7000 - 7900

GLOSSARY OF TERMS (Continued)

SERVICES

METHOD OF INSTRUCTION

Lecture	Lecture, Discussion, Seminar classes
Lecture/Lab	Lecture and Laboratory (separate or combined) classes
Other	Lab, Work Experience, TV, Independent Study, and Mixed Methods of instruction
Section	One class. Each time a course is taught during one term, a different course reference number is assigned.
Enrollment	One student in one class is an "enrollment". (A student enrolled in six classes = six enrollments).

FACILITIES

Stations Available	For each class offered, the number of seats available.
Max. Enrollment	Maximum enrollment (see Enrollment by Week)
End. Enrollment	Ending enrollment (last week of class)

STUDENTS

Day Student	A student with at least one day class (may have evening classes also)
Evening Student	A student with only evening classes
Individuals	Students counted only once, whether enrolled in one class or several.
Pre. Reg.	Pre-registration enrollment (prior to first week of class)

MISCELLANEOUS

FTE	Full-time equivalent. Payroll FTE = % employed. Teaching FTE for purposes of this report, 19.6 hours per week = 1 Teaching FTE
ADA	Average Daily Attendance - a unit of measure by which state funds are disbursed
TSCH	Total Student Contact Hours (One student attending one hour per week for 17 weeks = 17 TSCH)
WSCH	Weekly Student Contact Hours (One student attending one hour per week for a full term = 1 WSCH)
TV	Television courses
CISP	Coordinated Instructional Services Program
TOP	Taxonomy of Program — a code number (1-5999) assigned by the state for each teaching discipline. Numbers 6000-7999 are used for support services.
Unit/Subunit	A division or department of the college/district.
F	Fall term (both colleges)
W	Winter term (Columbia College only)
S	Spring term (both colleges)
U	Summer Session (where appropriate)

M0014 - District Assessment (Summary)

Several programs are utilized for the District Assessment report. This report is the primary report and it shows in summary that which all the other programs show in detail. Each program gathers data for a specific area of the report. All reports cover one campus at a time and they have to be run three (3) times to cover the whole District. The whole District consists of Modesto Junior College, Columbia College, and YCCD Central Services.

The areas covered by the M0014 report are STAFF, FINANCIAL, SERVICES, FACILITIES, and STUDENTS. This gives an overall picture of the operations of each College. It is printed in unit, subunit, and toxonomy (TOP) code order.

All other programs are printed in unit, subunit, and TOP code order by campus and most reports cover only one area of the primary report. Each of these programs builds a workfile with summary information for the primary report and prints a report of the detail that supports the summary information.

M0010 - Financial Data

This program selects appropriation, encumbrance and expenditure records from allund accounts in the summary file. These records are merged with the workfile built in M0013.

There are several options for this program. It has to be run three times for each campus - once to build a workfile for S0266 (ADA WSCH by time), once to build a workfile for M0014 (District Assessment Summary Report), and once for backup detail. In all runs it needs the workfile from M0013.

This program utilizes a cross-reference file that is represented by a table in the program. After sorting all records selected, it adds appropriation, encumbrance, and expenditure amounts to the table until sort control information changes. Then this table is either printed, or put in another workfile depending on the option. This report is concerned with appropriations and expenses. The expenses are determined by adding encumbrances and expenditures together.

M0013 - Projected Fringe Benefits

This program estimates fringe benefits for monthly employees and determines what should be recorded for each account number an employee worked under.

This program uses payroll files only. Using date supplied in the control card, it determines what payroll date range an employee was in on that date. An employee is bypassed if this date does not fall within either payroll date range.

It is necessary to provide the yearly fringe benefit rates as input to this program. Payroll department provides this information. The following information is put in a workfile for each fringe benefit for each employee account number:

1) Campus Code
2) Unit Code
3) Subunit Code
4) First 2 Digits of the TOP Code
5) TOP Code
6) Amount Computed - An Expenditure
7) Object Code - For Reference to Table Built in M0010

This program does not print a report. It creates a workfile to be used in M0010.

M0015 - Instructional Staff Detail

This program uses the workfile built in M0291 (Instructional Staff). It prints all data (name of instructor, courses taught, weeks met, curriculum hours, and payroll data) to support figures presented in M0291 report.

M0016 - Non-Instructional Staff

This program uses payroll and warrant files. It examines all warrants within a selected warrant range. Payroll data for all employees paid monthly is extracted. Warrant data for employees paid hourly (other than stability pay, retroactive pay, vacation/holiday pay or overtime) is extracted. Instructional account numbers are bypassed for anyone in workfile from S0291.

This report prints four financial classifications. Within each financial classification are groups based on employee position/title codes and contract status. Male, female and total payroll FTE's and individual count are printed.

A second report is generated that prints the statistics for non-instructional staff in seven categories to facilitate graphic layout of data

M0017 - Non-Instructional Staff Detail

This program uses the workfile built in M0016 (Non-Instructional Staff). It prints all data (name, payroll data, FTE, etc.) to support figures presented in the M0016 report.

S0262 - Enrollment by Course

This program uses student files. Selects all master schedule records for term/years requested and counts "current enrollment". Does not bypass any classes. Computes enrollment per term in six categories. Computes total enrollment and total sections. One option prints beginning and ending time statistics for each category.

S0263 - Class Activity

This program uses the "Classes Enrolled" file and counts by week the number of adds and drops for fall, winter, and spring terms.

The S0263 report shows adds for each week for full and short-term classes, drops for full and short-term classes, and enrollment for full and short-term classes. For the M0014 report, the class activity by week, for full-time classes only, goes in the services area; and the maximum and ending enrollment, for full and short-term classes, goes in the student area. A workfile is built for S0280 (facilities).

S0265 - Method of Instruction by Course

This program uses student files. Report is printed in full course ID order. Prints all courses with course type, weeks met, units, hours, method of instruction, ADA type.

S0266 - Contact Hours/Enrollment/ADA

This program uses work files built in S0267 (Calculate Attendance Accounting Hours) and M0010 (Financial Data). Computes and prints TSCH, ADA, and enrollment by time of day. ADA information is printed in the financial area of the District Assessment report and TSCH and enrollment are printed in the student area.

Adds enrollments from "Class Enrolled" file for each student in each class. Bypasses TV, CISP, high school, and non-ADA classes.

S0267 - Calculate Attendance Accounting Hours

This program uses student files. It does not print a report. It builds a workfile of ADA data to be used by D0266 (TSCH, Enrollment, ADA). It must be run once for each term/year for each campus.

S0280 - Facilities

This program uses student files and the workfile built in S0263 (Class Activity). Prints report showing building, room number, room type and available stations for each course. If room type is not 110 or 210 (lecture or lab), maximum enrollment is used for available stations figure.

S0281 - Student Matrix

This program uses student files. For each term/year requested it prints three (3) reports -

1) All enrollment by age and sex
2) Graded students unit load
3) Ethnic breakdown of all students

S0284 - Office/Miscellaneous Facilities

This program uses student files. It extracts all room-file records with TOP Code not less than 6000. Prints report listing total available square footage for seven (7) categories. Converts TOP Code in room file to TOP Code used in accounting and prints both TOP Codes.

S0291 - Instructional Staff

This program looks at the master schedule file. For each employee that is teaching a class, further information is taken from payroll records. All instructional accounts assigned to the monthly employees are used. If classes are taught concurrently, only one (1) class is counted for teaching hours, but enrollment is counted for all classes. Team teaching—only the teacher named in the master schedule will appear on this report.

This report prints employee classifications based on employee position/title codes and contract status. Male FTE, female FTE, total FTE, individual count, percent of program and WSCH are printed.

Workfiles are built to be used as input to M0014 (Summary Report), M0015 (Instructional Staff Detail), M0016 (Non-Instructional Staff).

For purposes of this report, one full-time equivalent teacher (Teaching FTE) equals 19.6 hours per week. This is the district-wide average teaching hours per week for YCCD full-time teachers, as determined by the Chancellor's Analytical Studies Unit, based on staff data submitted in November 1982.

For hourly teachers, Teaching FTE equals payroll FTE.

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